

ABC  
abc  
&a

XEROX<sup>®</sup>

**645S MEMORYWRITER<sup>™</sup>  
REFERENCE MANUAL**

This equipment has been verified to comply with the limits for Class A Computing Device, pursuant to Subpart J of Part 15 of FCC rules. Only peripherals (computing input/output terminals, printers, etc.) which have been verified to comply with the FCC Class A limits may be attached to this device. Shielded cables must be used to connect this device to peripherals to ensure compliance. The shielded cables which must be used are supplied by Xerox. Operation with non-certified peripherals or non-shielded cables is likely to result in harmful radio frequency interference.

The Xerox Memorywriter 645S™ typewriter generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. It has been tested and found to comply with the limits for a Class A Computing Device pursuant to Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference when operated in a commercial environment. Operation of this equipment in a residential area is likely to cause interference in which case the user at their own expense will be required to take whatever measures may be required to correct the interference.

If this equipment does cause interference to radio reception, which can be determined by turning the equipment off and on, you may try to correct the interference by one or more of the following measures:

- Reorient the receiving antenna.
- Relocate the equipment with respect to the receiver.
- Plug the equipment into a different outlet so that equipment and receiver are on different branch circuits.

If necessary, consult your Xerox service representative for additional suggestions. You may find the following booklet prepared by the Federal Communications Commission helpful: "How to Identify and Resolve Radio-TV Interference Problems". This booklet is available from the U.S. Government Printing Office, Washington, D.C., 20402, Stock No. 004-000-00345-4.

**XEROX®**

**645S MEMORYWRITER™  
REFERENCE MANUAL**

Copyright © Xerox Corporation, 1985. All rights reserved.

# TABLE OF CONTENTS

## INTRODUCTION

How To Use This Reference Manual .....	2
The 645S External Features .....	3
Lights, Beeps and Messages .....	5
The Screen .....	6

## CARING FOR YOUR 645S

The Carrier .....	7
Installing and Removing a Printwheel .....	8
Installing and Removing a Ribbon .....	9
Installing and Removing a Correction Tape .....	10
Cleaning the 645S .....	11

## DISKS

Introduction .....	13
Disk Care .....	15



Disk Full Warning .....	16
Cleaning the Disk Drive .....	17
<b>“HOW TO”</b>	
“How To” Index .....	19
<b>APPLICATIONS</b> .....	134
<b>PROBLEM SOLVING</b> .....	145
<b>SCREEN MESSAGES</b> .....	157
<b>SCREEN SYMBOLS</b> .....	167
<b>SPELLCHECK</b> .....	169
<b>INDEX</b> .....	171

# INTRODUCTION

How to use this Reference Manual .....	2
645S External Features .....	3
● Arrow Keys .....	4
● On/Off Switch .....	3
● The Keyboard .....	3
● Features Keys .....	4
● Margin Scale .....	4
● Page End Indicator, Paper Support .....	4
● Paper Bail, Paper Bail Lever .....	4
● Paper Guide .....	4
● The Glare Shield .....	4
● The Card Guide .....	4
● The Control Panel .....	5
● Lights, Beeps, and Messages .....	5
● Lights .....	5
● Beeps .....	5
● The Screen .....	6
● Brightness Control Lever .....	6



## HOW TO USE THE REFERENCE MANUAL

The Xerox **Reference Manual** is a supplement to the **Training Manual**.

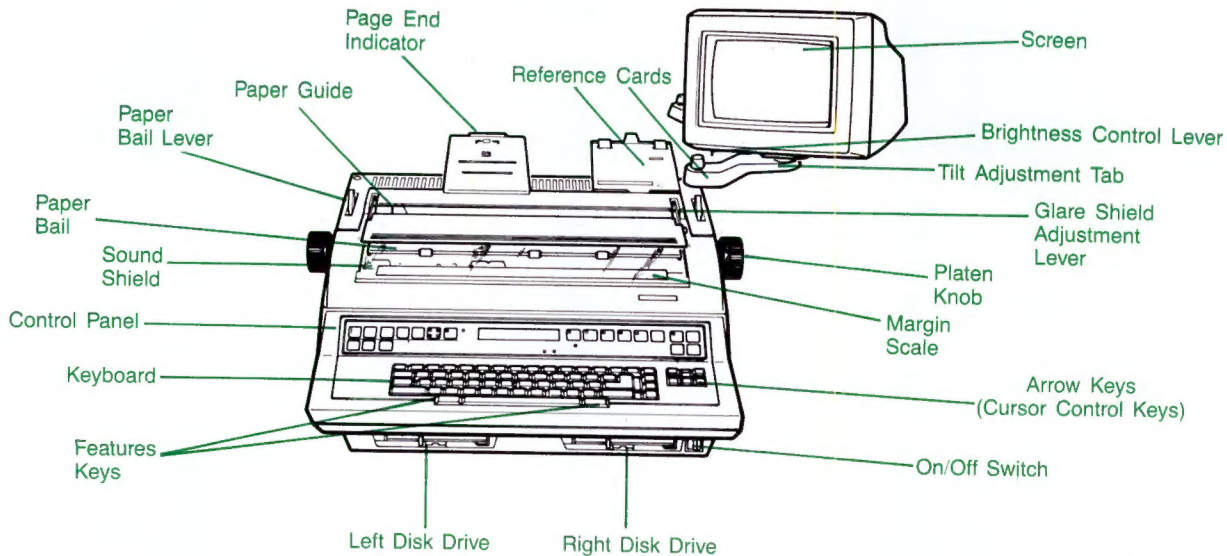
The **Reference Manual** is divided into sections identified by black strips at the edge of the page. Each section is designed to provide you with a quick reference when using the 645 Spellcheck (645S) Memorywriter.

- The **INTRODUCTION** section explains how to use the **Reference Manual**, identifies and discusses the external features of the 645S, such as the on/off switch, screen, margin scale, page end indicator, control panel, etc.
- The **CARING FOR YOUR 645S** section shows how to install ribbons, printwheels, correction tape, and how to clean the 645S.
- The **DISKS** section provides general information about disks and specific information about disk care.
- The **"HOW TO"** section provides a quick reference for operating the 645S.
- The **APPLICATIONS** section gives suggestions for typing special types of documents using the features of your 645S.
- **PROBLEM SOLVING** section tells you what to do when the 645S does not do what you expect.

- The **SCREEN MESSAGES** section explains the messages which appear on the screen and assists with the action to take.
- The **SCREEN SYMBOLS** section is a glossary of all symbols that appear on the screen.
- The **SPELLCHECK** section contains additional information and examples on using the Spellcheck feature.
- The **INDEX** is used to look for a specific feature.

## 645S EXTERNAL FEATURES

The 645S looks very much like a standard typewriter. Compare your 645S to the picture below to get acquainted with its parts.



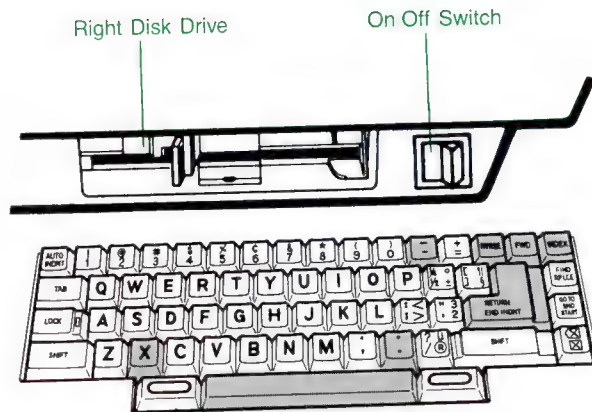


### On/Off Switch:

When the 645S is turned on, it performs a self-test: the carriage moves to the left, a beep sounds, and all the lights turn on. The lights then turn off, leaving only the LINE SP and PRINTER switch lights on.

### The Keyboard:

The keyboard on the 645S is similar to that of a standard typewriter. The shaded keys in the illustration will repeat when held down.



## 645S EXTERNAL FEATURES — continued

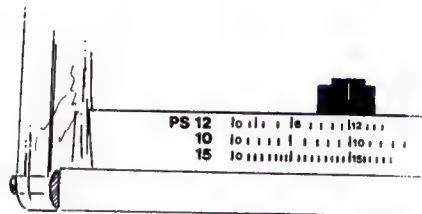
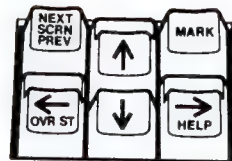
The **ARROW** keys (cursor control keys) are located on the right side of the keyboard and are used to move the cursor through text on the screen. The **ARROW** keys are also repeating keys. Their functions are described in the "HOW TO" section of this manual.

### Features Keys:

The two keys with the green ovals are the **FEATURES** keys. Either **FEATURES** key can be used with keys and switches that have green printing on or above them.

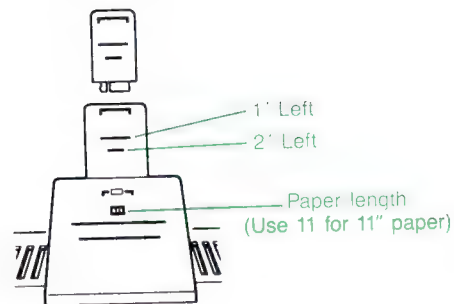
### Margin Scale:

The margin scale on the sound shield is used for setting margins and tabs when the **PRINTER** is on. There are three scales because the 645S can use different sizes of type.



## Page End Indicators, Paper Support:

The page end indicator acts as a guide for determining space at the end of a typewritten page. Before inserting paper, set the Page End Indicator for the appropriate length of the paper. As typing nears the bottom of the paper, the top of the paper will rest on the Page End Indicator. The Paper Support provides an additional rest for longer typing paper. The horizontal lines show how much space is left at the bottom of the page. An extender is included with your 645S for using 14" paper. Simply snap the extender into the top of the Page End Indicator.



## Paper Bail, Paper Bail Lever:

The paper bail lever pulls the paper bail toward you so paper can be inserted without lifting the sound shield.

## Paper Guide:

The paper guide should normally be even with the widest white line on the tissue deflector below the guide.

## The Glare Shield:

The glare shield can be adjusted to eliminate glare from overhead lights. The shield can be adjusted to any tilt by simply raising or lowering it.

## The Card Guide:

The card guide should fit flush against the platen with adequate clearance between it and the ribbon guides. If it appears to be loose or off center, gently press on the top of the guide to seat it firmly into the clips. For instructions on cleaning the card guide, see Cleaning the 645S later in this section.

## LIGHTS, BEEPS AND MESSAGES

The 645S uses lights and beeps to signal that certain features have been selected or certain functions are being performed.



### Control Panel:

The grey blocks in the Control Panel are touch-sensitive switches. Pressing the center of a switch activates (or deactivates) a function.

### Lights:

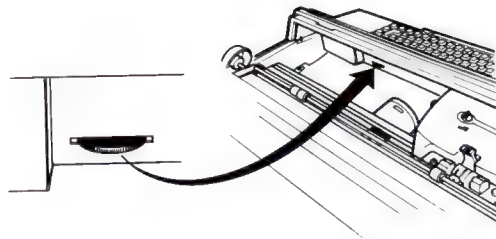
The **SPECIAL ENTRY** light is located under the **PRINTER** switch on the right side of the Control Panel. The **SPECIAL ENTRY** light turns on whenever special features are being used.

The **SHIFT** key is used to access upper case characters and characters such as the pound sign, cent sign, etc. When the **LOCK** key (**SHIFT** lock) is pressed, a red light on the key turns on. The light indicates the **SHIFT** key is in the locked position. Pressing either **SHIFT** key unlocks it.

The **SPECIAL DISK** light indicates an instruction disk other than the Base System has been loaded, e.g., an Options or Forms disk.

## Beeps:

In addition to lights, the 645S uses a beeping tone as a signal. One beep means that an action has been accepted or the Margin zone has been entered. Two beeps indicate that an action cannot be completed. On some models, the volume of the beeper can be adjusted. Refer to the illustration, and then check your 645S to determine if you have this adjustment control. Turning the thumbwheel to the right increases the tone; turning the thumbwheel to the left lowers the tone.



## THE SCREEN

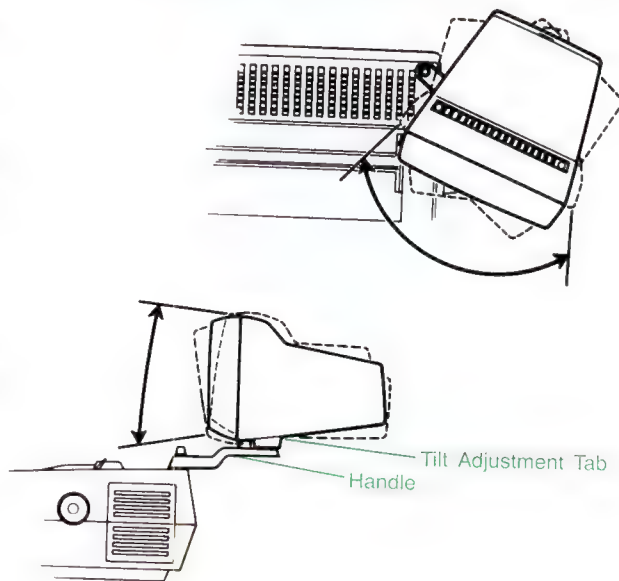
The 645S comes with a 9-inch screen. The screen is mounted on a support attached to the right or left side of the 645S. The screen can be adjusted by rotating it.

Hold the handle under the screen and move the Tilt Adjustment Tab toward you or away from you until the screen is free of glare.

The screen has two functions:

- It shows what is typed.
- It displays messages and responses to indicate which action should be taken. A complete list of screen messages, along with an explanation of what each means is provided in the "SCREEN MESSAGES" section.

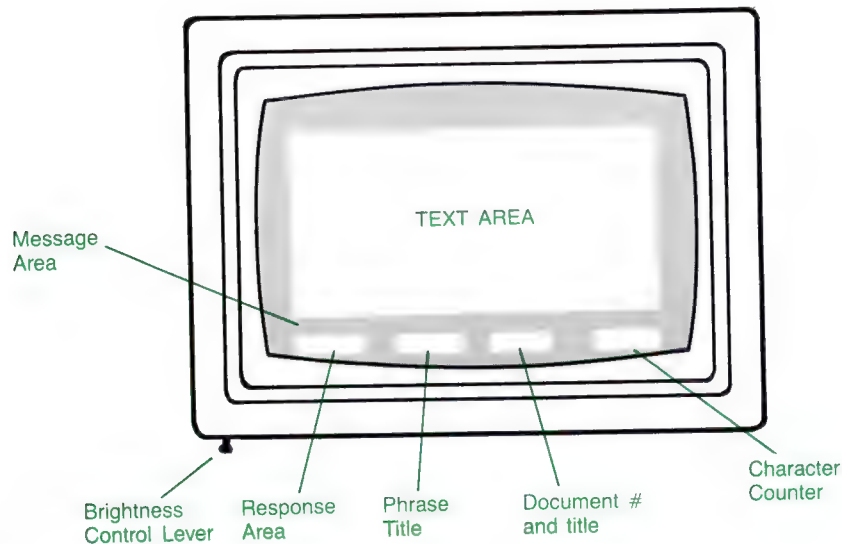
The screen is divided into several areas as indicated in the illustration. You may see one or all of these areas, depending on the task you are performing.





## Brightness Control Lever:

The brightness control lever on the lower left side beneath the screen is used to adjust the intensity of the screen's brightness. Push backward to darken the screen; pull forward to brighten it.



## CARING FOR YOUR 645S

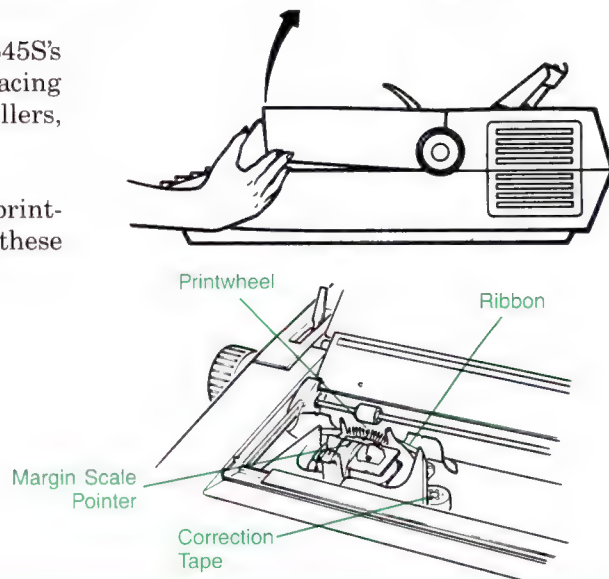
This section shows how to install ribbons, typing elements, correction tapes, and how to clean your 645S.

The Carrier .....	7
The Printwheel .....	8
The Ribbon Cartridge .....	9
The Correction Tape .....	10
Cleaning the 645S .....	11

## THE CARRIER

To access the ribbon cartridge and correction tape, raise the 645S's cover by putting both hands on each side of the typewriter, placing your fingers under the horizontal ridge in front of the platen rollers, and lifting straight up.

The illustration at the right shows the location of the ribbon, printwheel, and correction tape. The part of the 645S that holds these items is called the carrier.



**Note:** Be sure the 645S has a ribbon, printwheel, and correction tape installed. If one of these items is missing, obtain it from the Xerox Supplies Distribution Center or Xerox Representative. Make sure the margin scale pointer is in the middle position of the holder. If it is not centered, push gently to adjust.

## THE PRINTWHEEL

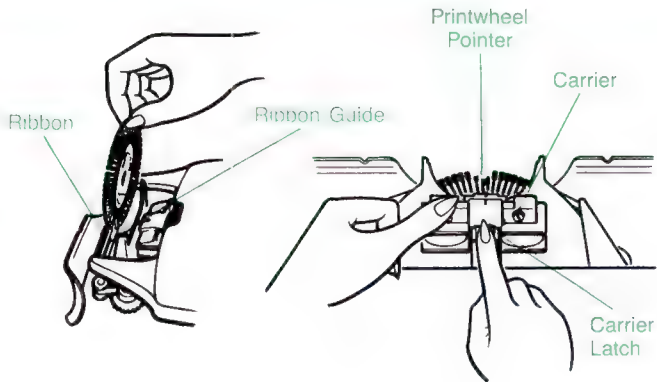
The 645S automatically adjusts the carrier to match the pitch (size of type) of the printwheel used: 10-pitch, 12-pitch, 15-pitch, or proportional spacing. The pointer on each printwheel indicates the pitch of the printwheel and the next character position during typing.



**Note:** Be sure to install or change the printwheel **before** loading an instruction disk (e.g., Base System, Options, etc.).

**To install a printwheel do the following:**

- 1 BE SURE** the carrier latch is open.
- 2 HOLD** the printwheel between your thumb and first finger, insert the printwheel so the pitch (PS, 10, 12, or 15) printed on the pointer is facing toward you.
- 3 INSERT** the printwheel into the carrier between the ribbon, correction tape, and the ribbon guide.



**4 PUSH** the carrier latch forward into its groove.

**5 PRESS** any key to spin the printwheel to the correct printing position.

The printwheel spins as the 645S identifies it and locks it into the correct position for printing. If the printwheel continues to spin and the 645S beeps twice, it can not identify the printwheel. Open the carrier latch to verify that the printwheel is inserted correctly. Then close it again, and touch any key. If it still spins and beeps, try another printwheel.

**To remove a printwheel, do the following:**

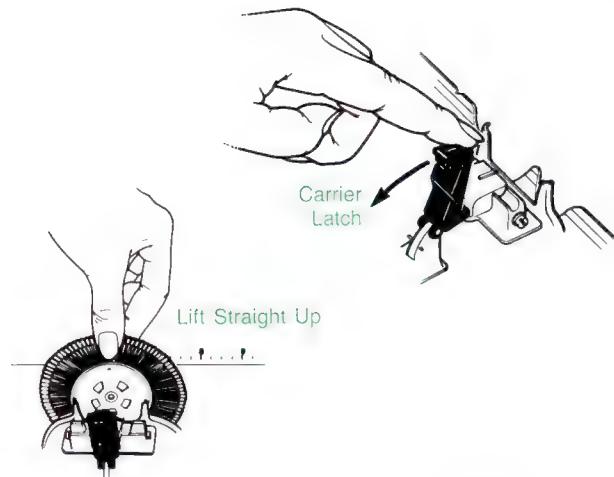
**1 RAISE** the cover of the sound shield.

**2 RELEASE** carrier latch by pulling it toward you.

It snaps open so the printwheel can be easily removed. (It is not necessary to remove the ribbon.)

**3 RAISE** the paper bail.

**4 HOLD** the top of the printwheel with your thumb and first finger; then lift it straight up.



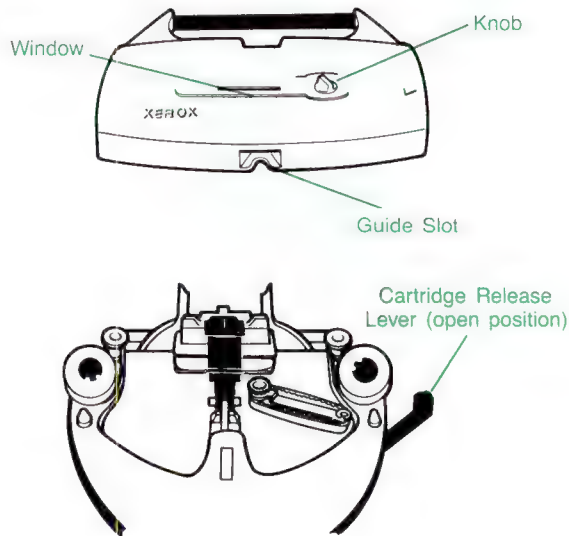
## THE RIBBON CARTRIDGE

Before installing a new ribbon cartridge in the 645S, notice the following:

- The WINDOW shows how much ribbon remains in the cartridge. The ribbon feeds from the left side of the cartridge to the right side, so a new cartridge should have all of the ribbon showing on the left side.
- The colored KNOB tightens the ribbon across the cartridge guides. Turn it counterclockwise to tighten the ribbon. (Look at the arrow above the knob.) The ribbon cannot be tightened when the cartridge is locked in the 645S.

To install a ribbon cartridge, do the following:

- 1 **TAKE** up the tension in the ribbon by turning the colored knob on top of the cartridge in the direction of the arrow.

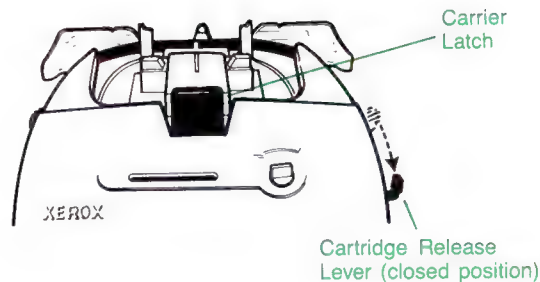
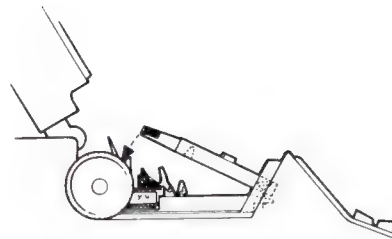




- 2 BE** sure the red cartridge release lever on the right side of the carrier is in the open position.

**Note:** The cartridge release lever must be in the open position before installing the ribbon cartridge.

- 3 HOLD** the cartridge in both hands, tilt the front of the cartridge upward, and slide it backward into the rear guide as you lower it onto the carrier (see illustration).
- 4 AS** you lower the cartridge, position the ribbon between the plastic card guide and the ribbon guides until the cartridge fits securely on the carrier.
- 5 SLOWLY** move the cartridge release lever back to its closed position.



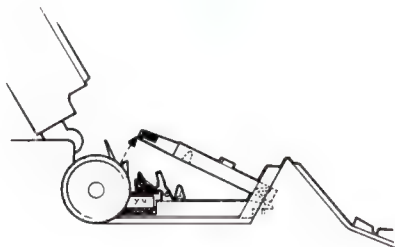
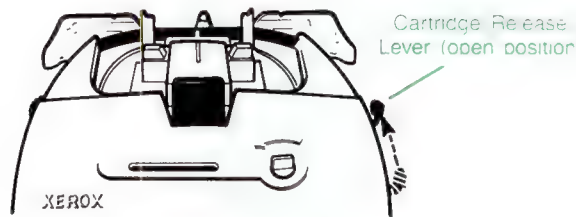
## THE RIBBON CARTRIDGE — continued

To remove a ribbon cartridge, do the following:

- 1 **RAISE** the cover.
- 2 **PUSH** the red cartridge release lever (under the right side of the ribbon) toward the platen to the open position.

**Note:** The cartridge release lever must be in the open position before removing the ribbon cartridge or possible damage may occur.

- 3 **HOLD** the sides of the cartridge with both hands.
- 4 **TILT** the front of the cartridge upward; then lift the cartridge up and out of the 645S.

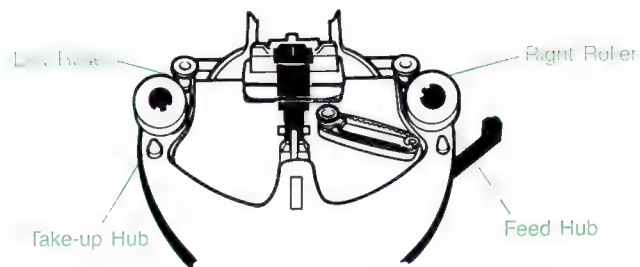
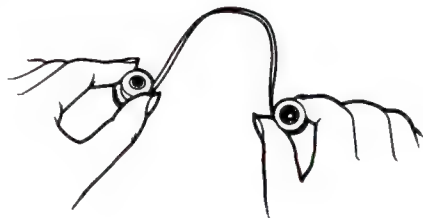


## THE CORRECTION TAPE

The 645S uses two types of correction tape — lift-off tape and cover-up tape. Both are used with the **ERASE** key. The lift-off tape lifts the character being erased from the paper and is used with correcting ribbons. The cover-up tape deposits a coating over the printed character and is used with non-correcting ribbons.

To install a correction tape, do the following:

- 1 BE SURE** the ribbon cartridge is removed.
- 2 RAISE** the paper bail.
- 3 TAKE** a correction tape out of its package. Check the color of the correction tape spool to be sure it matches the color of the knob on the ribbon cartridge. Hold it with the empty spool on the left, and pull the right spool away from the left spool.
- 4 WRAP** the entire colored leader around the empty take-up spool, and form a small loop in the tape as indicated in the illustration.
- 5 PLACE** the left spool on the take-up hub.



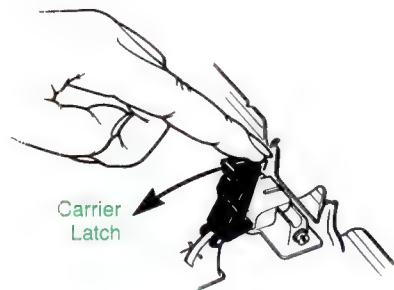
## THE CORRECTION TAPE — continued

- 6 THREAD** the tape around the left roller, then over to and around the right roller.
- 7 PLACE** the feed spool onto the feed hub.
- 8 TIGHTEN** the tape by turning the take-up spool clockwise.
- 9 REPLACE** the ribbon cartridge and lower the paper bail.

*The gear clicks as it is turned. (The tape will move toward the left when it is used.)*

**To remove a correction tape, do the following:**

- 1 REMOVE** the ribbon cartridge.
- 2 RELEASE** the carrier latch as if you were about to remove the printwheel.
- 3 REMOVE** the used correction tape by lifting each roll off the hubs on either side of the carrier.

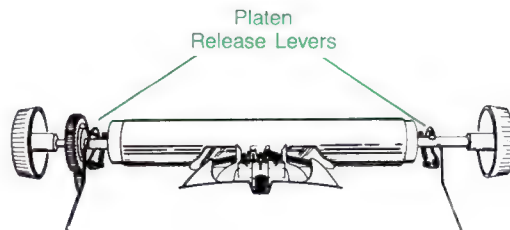


## CLEANING THE 645S

The 645S should be cleaned periodically. A typewriter cleaning kit is available in the U.S.A. from Xerox under reorder number **8R01659**. For safety, unplug the 645S before cleaning it. Avoid spraying or pouring liquids directly on the 645S.

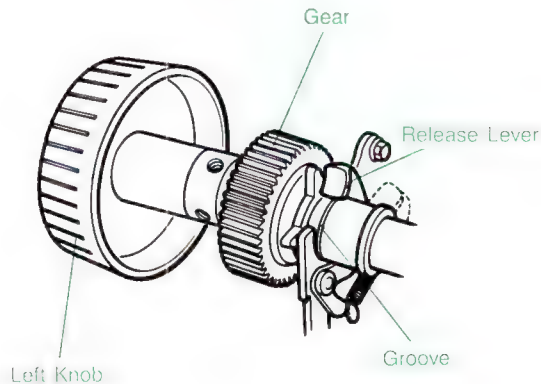
To clean the platen, card guide, printwheel, and cover, do the following:

- ❶ **LIFT** up the 645S's cover, the paper bail, and the tissue deflector; position the carrier toward the center of the platen.
- ❷ **RELEASE** the carrier latch and cartridge release lever; remove the printwheel and ribbon.
- ❸ **PUSH** back on the platen release levers on each end of the platen.
- ❹ **LIFT** the platen up and out.
- ❺ **CLEAN** the platen.



## CLEANING THE 645S — continued

- 6 Clean both sides of the card guide. (Do not remove the card guide.)
- 7 **CLEAN** the printwheel.
- 8 **CLEAN** outer covers and sound shield.
- 9 **REPLACE** the platen by taking the following steps:
  - Hold the platen over the release levers.
  - Lower the left side of the platen; take care not to apply force on the card guide. Push the left release lever back toward the metal platen rod until the groove snaps into the guide.
  - Lower the middle of the platen behind the plastic card guide.

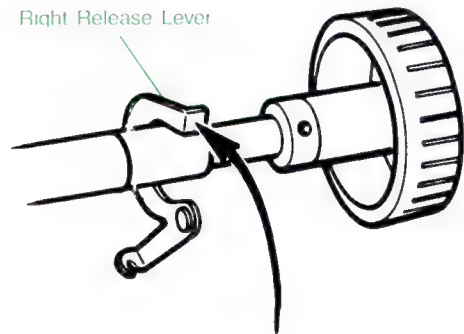




- Push the right release lever back with your right thumb until the metal platen rod snaps into the right guide.

*The release lever snaps over the rod when the rod is placed in the correct position.*

- 10 REINSTALL** the printwheel and ribbon. Remember to push the carrier latch forward and to return the cartridge release lever.
- 11 LOWER** the tissue deflector, paper bail, and cover.



## DISKS

This section contains information on loading and caring for your disks.

Disks .....	13
Disk Care .....	15
Ordering Disks .....	16
Disk Full Warning .....	16
Cleaning the Disk Drive .....	17

There are two categories of disks:

1. **Instruction disk** contains pre-recorded instructions that tell the 645S how to perform certain tasks. When an instruction disk is inserted, it is automatically “read” by the 645S. This process is referred to as “loading” the disk. Once an instruction disk is loaded, it should not be removed until you need to use another instruction disk, or the power is turned off. The three pre-recorded instruction disks which come with the 645S are:
  - **Base System disk:** The Base System disk contains instructions that tell the 645S how to underline a word, store a document, print a document, center a heading, and use Spellcheck to check a document for misspelled words. Without the Base System disk, the 645S functions as a correcting typewriter.
  - **Options disk:** The Options disk contains instructions for performing less frequently used functions: preparing new disks, recovering damaged disks, copying entire disks, copying phrases from one disk to another, and copying documents from one disk to another.

- **Forms disk:** The Forms disk contains instructions that give the 645S the ability to simplify setting up and filling in forms.
2. **Recording disks** are used to record typing. These disks are used after the Base System disk has been loaded into the left disk drive. Documents recorded on these disks can be printed, changed, and erased. A recording disk must remain in the 645S as long as documents are being recorded or edited.

The following chart illustrates the increase in the capabilities afforded by using instruction and recording disks.



## DISKS — continued

### Basic Features available without disks:

- Clearing Tabs
- ERASE
- FWD
- Return
- RVRSE
- Selecting Line Spacing
- Setting Margins
- Setting Tabs
- Setting a Tab Grid



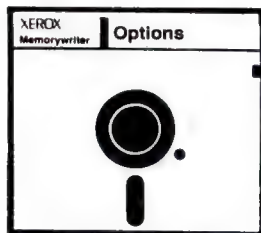
### Features available with Base System disk:

- All Basic Features Plus:
- Advancing/Reversing by Pages
- Auto Carrier Return
- Auto Indent
- Automatic Page Numbering
- Bolding
- Centering
- Go To End/Start
- Headers/Trailers
- Help
- Index/Reverse Index
- List Titles
- Overstrike
- Right Flush
- Screen Settings
- Setting Decimal Tabs
- Settings Scale
- Store/Recall Phrases
- Store/Recall Settings
- Table
- Underlining



### Features available with prepared recording disk:

- All of the features available with the Base System disk plus:
- Auto Carrier Return
- Auto Stop
- Clear Text
- Copy and Move Text
- Erase FWD
- Find/Replace Text
- Format Scan
- Justify
- Lines per Page
- List Titles
- Page End
- Print Documents
- Store Documents
- Store/Recall Phrases
- Store/Recall Settings
- Unlimited Revision Capability



### Features available with Options disk:

- Copy Disk
- Copy Document to Document
- Copy Phrases
- Prepare Disk
- Recover Disk

## DISK CARE

To protect disks from accidental erasure, recording, or contamination, special attention is needed in two critical areas:

### Write-Protect Notch:

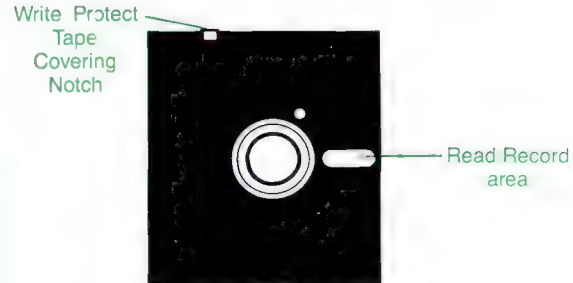
The write-protect notch is located along the edge near the “In Arrow.” When a write-protect tape is placed over the notch, information cannot be added, erased, or changed on a disk. Recording disks containing important documents can be protected by adding the write-protect tape. When the tape is removed, information can then be added, edited, and erased from the disk.

Since the Base System, Options, and Forms disks contain the instructions for the 645S, the write-protect tape should always cover the write-protect notch on these disks to eliminate accidental erasure and changing. This also applies to Repetitive Letters and Document Assembly disks.

### Read/Record Area:

The exposed read/record area is a very sensitive area and should never be touched with the fingers or allowed to become dirty.

**Note:** Even with care, disks can become damaged. Therefore, always make a copy of disks that contain information that is especially important; then store the original disks in a safe place.

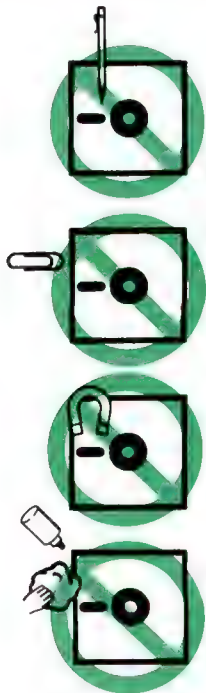


Listed below are suggestions for caring for disks.

- Protect the exposed read/record area of the disk from exposure to contamination.
- Store disks in the protective envelopes and in the box they came in to keep them dry, protected, and in an upright position. Do not bend or fold a disk.
- Never stack disks on top of one another.
- Store disks only at moderate temperature — those that are comfortable for human activity. Avoid exposure to sunlight or heat.
- Avoid exposing disks to rapid changes in temperature extremes and humidity.
- Avoid touching the exposed recording surface. Skin oils and residues from hand lotions can damage magnetic coating.
- Be careful when inserting the disk into the disk drive. Force is not necessary. If resistance is encountered, first check to be sure that there is not another disk in the disk drive. Forcing the disk into place may damage the disk and can cause loss of valuable data.
- Keep area of operation as clean as possible. Be careful that cigarette smoke, dirt, ashes and/or lint do not accumulate on the disk. When disks are charged with static electricity, they attract these contaminants.



## DISK CARE — continued



You should not:

- Write on a disk. For identification, write on a self-adhesive label first, and then apply it to the disk. Be sure that the label is not placed over any exposed disk surfaces.
- Stack a disk within a pile of papers.
- Attach a paper clip or staple to the disk.
- Allow a recorded disk to come in contact with a magnetic device or substance, such as magnetized paper clips, paper holders, tools, radios, or telephones. Magnetic contact will erase disks.
- Attempt to clean the disk surface with any kind of cleaning fluid or by wiping with a coarse material.



## ORDERING DISKS

When ordering recording disks, order reinforced, single-sided, double-density 5¼ inch disks.

When ordering disks from Xerox in the U.S.A., specify reorder #**9R80442**. Contact your Xerox Supplies Distribution Center or Xerox representative for ordering 645S Instruction disks.

## DISK FULL WARNING

When approximately 180 characters of disk space remain on a recording disk, the 645S begins to beep, the **DISK MEMORY** light flashes, and the message Caution: Recording disk is almost full appears on the screen. When the disk is full, two beeps sound. The screen goes dark. The recording disk is full appears in the message area.

When the 645S first begins to beep and **DISK MEMORY** starts to flash, store the document you are currently working on. Then, clear any unneeded documents from the disk to make space available, or copy the document onto a disk that has more space available.

Refer to the "HOW TO" section for instructions on clearing documents and copying documents to another disk.

## CLEANING THE DISK DRIVE

To protect your disks from dirt that may build up in the 645S's disk drives, use the Xerox Head Cleaning Kit once a week. The reorder number for this kit in the U.S.A. is **9R80230**. Use the instructions below for cleaning the 645S drives only.

### ACTION

- 1 BE SURE** the 645S is turned on.
- 2 INSERT** the Options Disk in the left disk drive.
- 3 BE SURE** the highlighting is on the number 1; if not, press one of the **ARROW** keys to highlight the number 1.

- 4 PRESS** 

- 5 REMOVE** Options Disk.

### RESULT

*PLEASE WAIT* appears and then the *Options List* appears on the screen.

*The highlighting moves to the number 1.*

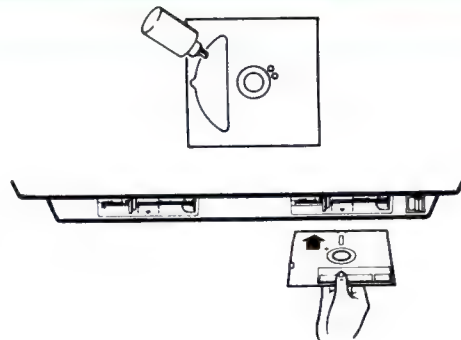
*Insert disk in right drive and RETURN appears in the message area.*

- 6 REMOVE** the cleaning disk from its pouch and jacket.

**Note:** If the perforated tab has been removed from the jacket, do not use it for cleaning the 645S disk drive.

- 7 CAREFULLY** saturate the white cleaning material that is visible in the large half-moon shape cut-out on the cleaning disk with cleaning solution.

- 8 INSERT** the cleaning disk into the **right** disk drive.



- 9 CLOSE** the disk drive latch and



*The disk will spin.*



- 10 REMOVE** the cleaning disk when Problem disk in right drive appears on the screen.

*Two beeps sound.*

## CLEANING THE DISK DRIVES — continued

ACTION	RESULT
<b>11</b> PRESS  , to return to the Options List.	
<b>12</b> CAREFULLY saturate the cleaning material with the cleaning solution again.	
<b>13</b> INSERT the cleaning disk into the left disk drive.	
<b>14</b> CLOSE the disk drive latch, and  press .	<i>The disk will spin.</i>
<b>15</b> REMOVE the cleaning disk when Problem disk in left drive appears on the screen.	



## “HOW TO”

The “How To” section provides step-by-step instructions for performing different functions on the 645S. Simply look for the desired function in the table of contents below, and turn to the page number indicated.

Advancing and Reversing By Pages .....	21
Arrow Keys .....	22
Auto Indnt .....	23
Automatic Page Numbers .....	27
Auto Return .....	32
Auto Stop .....	33
Backspace 1/2 .....	34
Base System Disk .....	36
Bold .....	37
Centering .....	39
Character Counter .....	42
Clearing Documents, Phrases, and Settings .....	42
Copying .....	44
Decimal Tab .....	52
Disk Full Warning .....	54
Disk Memory .....	54

Erasing Blocks of Text .....	55
Erasing Characters .....	56
Erase FWD .....	57
Find .....	58
Find/Replace .....	60
Format Scan .....	61
Forward .....	67
Go to End (Start) .....	67
Headers and Trailers .....	68
Help .....	75
Horizontal Scroll .....	76
Impression Control .....	77
Index and Reverse Index .....	78
Inserting Text .....	79
Justify .....	80
Line Spacing .....	81
Lines Per Vertical Inch .....	82
List Titles .....	83

## HOW TO — continued

Margin Release .....	84
Margins .....	85
Margin Zone .....	87
Move .....	88
Next/Previous Screen .....	89
Overstrike Characters .....	89
Page End .....	90
Phrases .....	91
Preparing a Recording Disk .....	97
Print .....	98
Printer .....	99
Printing Selected Pages .....	100
Recalling a Document .....	103
Recording a Document .....	104
Recover .....	105
Required Period .....	107
Required Space .....	107



Reverse .....	108
Right Flush .....	109
Saved Settings .....	111
Screen Settings .....	113
Settings .....	115
Set-up Line .....	115
Spellcheck .....	116
Stop .....	119
Storing Documents .....	120
Table .....	121
Tabs .....	128
Typing a Document .....	130
Underlining .....	131

## ADVANCING AND REVERSING BY PAGES

The UP arrow and DOWN arrow keys are used to advance and reverse automatically through a document by pages.

Advancing to a  
specific page

### ACTION

### RESULT

- 1** HOLD down  and press .

Enter # of pages to advance &  
RETURN

01

- 2** TYPE the number of pages to  
advance.

*The 01 changes to the number typed.*

**Note:** The number typed should be the proposed page number minus the actual page number. For example, if the cursor is on page one and you want to advance to page three, you would type a 2 ( $3 - 1 = 2$ ).

If the number typed is greater than the number of pages in the document, the cursor will move to the end of the document.

If you want to move the cursor to the top of the current page, type a zero (0) in the response area for the message Enter # of pages to advance + RETURN.

If two beeps sound, the **SHIFT** key is locked. Press **SHIFT** key and retype the number.



*The cursor moves to the beginning of the page that corresponds to the number typed in the command.*

#### ACTION

#### RESULT

Reversing to a page

**1** HOLD down  and press  .

Enter # of pages to reverse &  
RETURN

01

## ADVANCING AND REVERSING BY PAGES — continued

### ACTION

### RESULT

- 2** **TYPE** the number of pages to reverse. *The 01 changes to the number typed.*

**Note:** The number typed should be the actual page number minus the proposed page number. For example, if the cursor is on page five, and you want to reverse to page three, you would type a 2 ( $5 - 3 = 2$ ).

If the number typed is greater than the number of pages in the document, the cursor will move to the beginning of the document.

If you want to move the cursor to the top of the current page, enter a zero (0) in the response area for the message Enter # pages to reverse + RETURN.

If two beeps sound, the SHIFT key is locked. Press SHIFT key and retype the number.

- 3** **PRESS**



*The cursor moves to the beginning of the page that corresponds to the number typed in the command.*

## ARROW KEYS

The **ARROW** keys are used to move the cursor through text displayed on the screen. The cursor is a blinking vertical line which is located to the right of the settings block in an empty document. Each time you press one of the keys, the cursor will move in the direction indicated by the arrow on the key. The **ARROW** keys are repeating keys; the cursor continues to move in the direction indicated until the key is released or the cursor can move no further in that direction.

### Using the arrow keys

#### ACTION

#### RESULT



- ❶ PRESS the  key to move the cursor to the **right**.

*The cursor  $\perp$  moves one character to the right on the screen. (When it reaches the end of a line, the cursor moves down to the beginning of the next line and continues moving to the right.)*

- ❷ PRESS the  key to move the cursor to the **left**.

*The cursor  $\perp$  moves one character to the left on the screen. (When it reaches the beginning of the line, the cursor moves up to the end of the previous line and continues moving to the left.)*

## ARROW KEYS — continued

ACTION	RESULT
<b>3</b> PRESS the  key to move the cursor <b>up</b> .	<i>The cursor <b>↑</b> moves up one line on the screen. (The cursor continues moving up, line by line, each time the UP arrow key is pressed.)</i>
<b>4</b> PRESS the  key to move the cursor <b>down</b> .	<i>The cursor <b>↓</b> moves down one line on the screen. (The cursor continues moving down, line by line, each time the DOWN arrow key is pressed.)</i>

**Note:** When the cursor can move no further in a given direction, two beeps sound.

The **ARROW** key movements are not recorded in your document.

With the Base System disk inserted, the **FWD** and **RVRSE** keys are used in the same manner as the **RIGHT** arrow and **LEFT** arrow keys.




## AUTO INDENT

The Auto Indent feature is used to block indent paragraphs. You must end Auto Indent when you have finished using the feature; this returns the carrier to the original left margin.

### Setting an Auto Indent

#### ACTION

#### RESULT

- 1 BE SURE**  is on.
- 2 BE SURE** the required tabs have been set.
- 3 BE SURE** the previous line ends with a Required Return before giving the   command. (Press



if necessary.)


## AUTO INDENT — continued

### ACTION

4 PRESS  to move to the indent location.

5 PRESS  .

6 TYPE text to be indented.

7 PRESS  +  to end the indent.

### RESULT

A tab symbol  $\rightarrow$  appears if the document is on the screen. The carrier moves to tab location if PRINTER is on.

A beep sounds, and an auto indent symbol  $\rightarrow$  appears if the document is on the screen.

All lines indent until Auto Indent is ended.

A settings block  $\equiv$  and a return symbol  $\rightarrow$  appear if the document is on the screen, and the cursor moves to the original left margin. If PRINTER is on, the carrier returns to the original margin.






**Note:** If a heading is to be centered, it should be centered before using Auto Indent.

## Moving Auto Indent

The Auto Indent level can be moved to the next tab level without first ending the original indent level.

### ACTION

- 1 **BE SURE** the required tabs have been set.
- 2 **PRESS**  to move to new indent level.
- 3 **PRESS**  .

### RESULT

*A tab symbol → appears on the screen. The carrier moves to the tab location if PRINTER is on.*

*An auto indent symbol ↘ appears on the screen indicating AUTO INDNT is moved to the new indent level.*

## AUTO INDENT — continued




### Removing the Auto Indent symbol from existing text

When the Auto Indent symbol is removed from the beginning of an indented paragraph, the paragraph is no longer indented.

#### ACTION

#### RESULT

- 1 POSITION** the cursor to the left or right of the Auto Indent symbol .

- 2 USE**  or  +  to erase the symbol.


- 3 PRESS** an ARROW key or  to end the edit.

## Indenting both margins

When SET RIGHT MARGIN is pressed after setting the Auto Indent, the text indents an equal amount of space from the left and right margins.

### ACTION



1 BE SURE  is on.

2 PRESS  to move to the indent location.

3 PRESS  .

4 PRESS  to indent the right margin.

5 TYPE the text.

6 HOLD down  and press  to end the indent.

### RESULT

*A tab → symbol appears on the screen. If PRINTER is on, the carrier moves to the tab location.*

*An auto indent ↲ symbol appears on the screen and a beep sounds.*

*≡ appears on the screen.*

*The text is indented equally from the left and right margins. All lines indent until Auto Indent is ended.*

*A settings block ≡ and return symbol*

*↲ are inserted and the cursor moves to the original left margin.*

## AUTO INDENT — continued

### Adding Auto Indent to existing text



To indent an entire paragraph that was previously recorded, be sure a tab is set for the indent level. First, you will end the indent, then add the Auto Indent command. This prevents the remainder of the text from being reformatted. Follow the steps below to add Auto Indent to existing text:



#### ACTION

- 1 BE SURE** a tab has been set for the indent.
- 2 PRESS** an **ARROW** key to position the cursor after the return at the end of the text to be indented.
- 3 ERASE** the return symbol.

#### RESULT

*The text following the cursor moves down a line, and an anchor symbol ⊥ appears on the screen.*


**4** PRESS  +  to end the indent level.


A settings block  and return symbol  are inserted in the document.

**5** PRESS an ARROW key or  to end the edit.


The lines are rejoined.

**6** MOVE the cursor to the beginning of the text to be indented.

**7** PRESS  to position the text at the indent location.

A tab symbol  appears if the document is on the screen. The text following the cursor moves down a line.

**8** PRESS  to set the indent level.

An auto indent symbol  appears in the text area, and a beep sounds.


**9** PRESS an ARROW key or  to end the edit.

The text line is rejoined, and the text is reformatted to the new indent level.

**Note:** You can also press SET RIGHT MARGIN if you want an existing text indented from both margins.

## AUTOMATIC PAGE NUMBERS

The 645S can automatically number pages in one of six positions: Top Left, Top Center, Top Right, Bottom Left, Bottom Center, or Bottom Right. Automatic Page Numbers are added to a document by selecting options from the

Print List as illustrated below. The Feature is accessed by holding down  and pressing **PRINT**. When adding automatic page numbers to a document, you must use **FORMAT SCAN** to calculate the number of lines per page.

### ACTION

- 1 **USE FORMAT SCAN** to calculate the number of lines per page. (If you need help, refer to the **FORMAT SCAN** section.)

### RESULT

*The 645S calculates the lines per page, a beep sounds, and the end of the document appears on the screen.*

**Note:** If a page-end decision is required, move the page break up by pressing the **UP** arrow key, then **RETURN**. If a page break is moved down, the number will not print in the correct position.

- 2 **GO** to the beginning of the document when the scan is complete.

**3****HOLD** down

and press

*The Print List appears on the screen.*

Position of automatic page numbers? ..... 0 1 2 **3** 4 5 6

0 = None

1 = Top Left

2 = Top Center

3 = Top Right

4 = Bottom Left

5 = Bottom Center

6 = Bottom Right

Beginning page number? ..... **1**

Header title/# (if desired) .....

Trailer title/# (if desired) .....



Length of paper (in lines)? ..... **66**

**Note:** Pressing **STOP** will remove the Print List from the screen and cancel any selections you made on the list.

## AUTOMATIC PAGE NUMBERS — continued

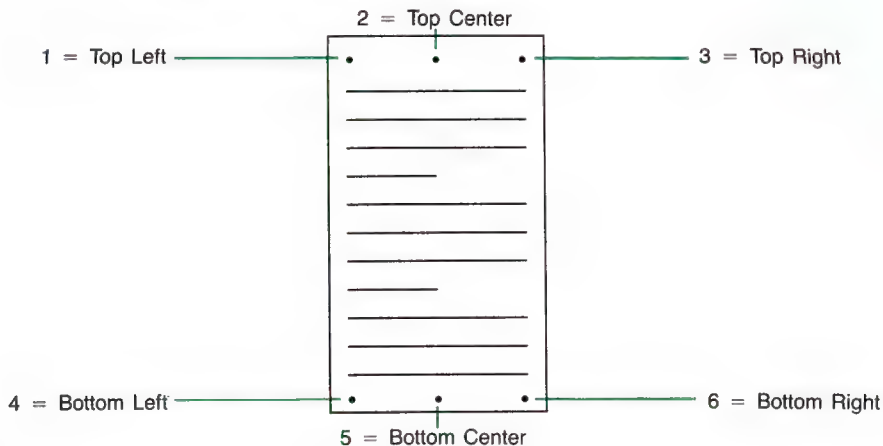
Position of  
automatic page  
numbers?

### ACTION

- 1** PRESS the  or  arrow key to select the position of the automatic page number. Use the chart below as an example.

### RESULT

*The highlighting moves through the numbers as an **ARROW** key is pressed.*






The page number will print on the fourth line from the top of the page (leaving three blank lines) if 1, 2, or 3 is selected. The page number will print on the fourth line from the bottom of the page if 4, 5, or 6 is selected. Two blank lines are automatically inserted between the text and the page number.

---

## Beginning page number?

### ACTION

- 5** PRESS the  to select the **Beginning page number** if the first page is to have a number other than "1".


### RESULT

*The number typed will replace the "1".*

## AUTOMATIC PAGE NUMBERS — continued

Length of paper (in lines)?

### ACTION

- 6** PRESS the  to select **Length of Paper (in lines)**, and change the number if the paper is not 11" (66 lines). Use the chart below as a guide for standard size paper.

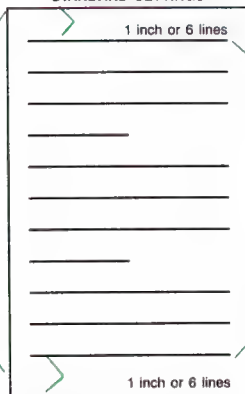
### RESULT

*The highlighting moves down as the DOWN arrow key is pressed. The number typed will replace the "66".*

**Print List**  
**Length of paper**  
**(in lines)**

8½"	= 51 lines
10½"	= 63 lines
11"	= 66 lines
13"	= 78 lines
14"	= 84 lines

#### STANDARD SETTINGS



1 inch or 6 lines

1 inch or 6 lines

**Format Scan List**  
**Lines per page**

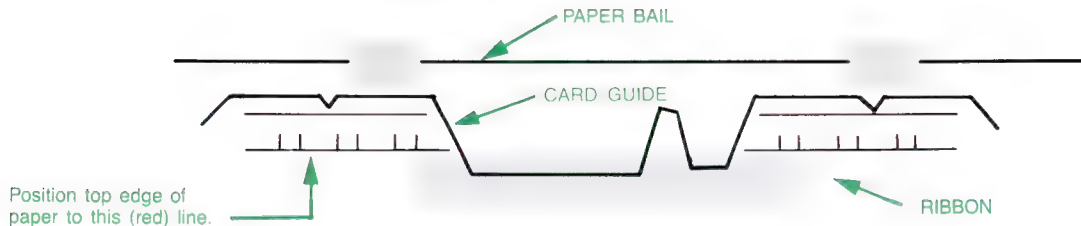
8½"	= 39
10½"	= 51
11"	= 54
13"	= 66
14"	= 72

## Printing automatic page numbers

### ACTION

### RESULT

- 7** **INSERT** the paper so the top edge is even with the bottom red line on the card guide, as shown in the illustration below:




- 8** **BE SURE** the paper bail is in the forward position.

*When the paper bail is in the forward position, the paper rolls up without interference as the document starts to print.*

## AUTOMATIC PAGE NUMBERS — continued

### ACTION

- 9 **PRESS** . After several lines have printed, put the paper bail back on the platen.

### RESULT

*The first page of the document prints with the automatic page number. Then **DISK MEMORY** turns off, the screen goes dark, and the following message appears:*

End of page - Insert paper &  
press PRINT



**Note:** Page numbering is a print function only. The numbers are not stored with the document. The steps must be repeated if printing is interrupted to make revisions to the document.

- 10 **REPEAT** steps 7 through 9 to print the rest of the document.

---

**Printing automatic  
page numbers  
starting on page two**

**ACTION**



- 1** **USE FORMAT SCAN** to calculate the lines per page. (If a page-end decision is required, move the page break up.)
- 2** **GO** to the beginning of the document when the scan is complete.
- 3** **INSERT** the paper, and press  to print the first page of the document. (The paper does **not** have to be positioned to the red line on the card guide.)
- 4** **TURN** on  .

**RESULT**

*The 645S calculates the lines per page, a beep sounds, and the end of the document appears on the screen.*



## AUTOMATIC PAGE NUMBERS — continued

### ACTION

- 5 HOLD down  and press .
- 6 SELECT the position for the automatic page number.
- 7 CHANGE the beginning page number if the second page is a number other than "1".
- 8 INSERT paper. (Remember to line up the top edge of the paper with the bottom red line on the card guide. Also, leave the paper bail forward until the document starts to print.)

### RESULT

*The Print List appears on the screen.*

- 9** **HOLD** down  and press  .  
After several lines have printed,  
push the paper bail back on the  
platen.

*The second page of the document  
prints with a page number. **DISK  
MEMORY** turns off, and the follow-  
ing message appears:*

End of page - Insert paper &  
press PRINT

- 10** **REPEAT** steps **8** and **9** until the  
document has printed.

## AUTO RETURN

Auto Return automatically turns on after loading the Base System Disk. It is used to return the cursor and carrier to the left margin automatically when a space is typed within the margin zone. Only press RETURN at the end of short lines or at the end of a paragraph.

### Auto Return during input

Always use Auto Return to type and print paragraphs. (Documents that require specific returns can be typed with Auto Return turned off.)

#### ACTION

#### RESULT

- 1** BE SURE




is on.


- 2** TYPE the document, letting the carrier return on lines within paragraphs.

*When a space is typed after the right margin beep sounds, the cursor returns to the left margin.*

**Note:** If you hear the right margin beep and do not want the carrier to return the next time the SPACEBAR is pressed, insert a required space by holding down FEATURES and pressing SPACEBAR. (See REQUIRED SPACE.)



- 3 ONLY PRESS**  at the end of short lines and at the end of paragraphs.

*When RETURN is pressed, a required return  is inserted. If PRINTER is on, the carrier will return.*

**Note:** If RETURN is accidentally pressed at the end of a line or in the middle of a paragraph, press ERASE. The return is erased, and the cursor is repositioned at the end of the text. Type a space and continue typing, letting the carrier return automatically.



An auto return symbol or required return symbol appears on the line where the cursor is located.

## Auto Return during printout

Auto Return adjusts line endings automatically after revisions, and should be used after making changes to the document.

### ACTION

### RESULT

- 1 BE SURE**  is on.
- 2 PRESS**  to print the document.

*The document prints adjusting the text within the right margin.*

## AUTO STOP





An Auto Stop can be entered any place in a document that you want the printer to stop during printout; for example, to enter variable information or change printwheels.

**Note:** Text printed with an Auto Stop does not print justified.

### Entering an Auto Stop

#### ACTION

#### RESULT


- 1 BE SURE  and  are on.
- 2 TYPE up to the point where the printer should stop.
- 3 HOLD down  and press  .
- 4 CONTINUE typing the document, inserting Auto Stops where desired.

An auto stop symbol  appears.

## Printing a document with Auto Stops

When an Auto Stop is encountered during printing, the **DISK MEMORY** light turns off, and the screen goes dark. Information typed at the Auto Stop is not recorded in the document.

**1** **BE SURE** **AUTO RETURN** is on so the text is adjusted to the margins during printout.

**2** **PRESS**  to print the document.

*The document prints to the first Auto Stop, the printer stops, **AUTO STOP** appears in the message area, and the **DISK MEMORY** light turns off.*

**3** **MAKE** the desired changes for that specific Auto Stop.

**4** **PRESS**  to resume printing.




***DISK MEMORY** turns on, and the document continues to print.*

## AUTO STOP — continued

Deleting an Auto  
Stop instruction

### ACTION

### RESULT

- 1 POSITION** the cursor to the left or right of the Auto Stop symbol.
- 2 PRESS**  or  and  to erase the symbol.

## BACKSPACE ½

The **BKSP ½** command backs up the carrier one-half of a character space in 10, 12 and 15 pitch. When using a PS printwheel, the printer backs up ½60th of an inch. When **DISK MEMORY** is on, this action is recorded in the document.

**Typing characters  
before the left  
margin (or a tab)**



**BKSP ½** is used to type text before the left margin (or tab), eliminating the need to reset the margin or tab.

### ACTION

### RESULT

- 1 BE SURE** the cursor or carrier is at the left margin if you want to type text before the left margin.

- 2 RELEASE** the margin by holding

down  and pressing  if



**DISK MEMORY** is off, or 

and  if **DISK MEMORY** is on.

*The 645S beeps once to tell you the margin has been released.*

## BACKSPACE ½ — continued

### ACTION



- 3 HOLD down  and press  to move cursor to the left of the margin (or tab).

### RESULT

*The cursor moves back, and the BKSP ½ symbol ← appears on the screen each time BKSP ½ is pressed if the document appears on the screen. If PRINTER is on, the carrier backs up. When the document is printed, the carrier backs up for each time BKSP ½ pressed.*

**Note:** You can use the character counter to check where the text will print.

- 4 TYPE character(s).

- 5 PRESS  to move to the left margin or  to end the line.



**Note:** Lines containing BKSP ½ will not justify.

## Squeezing characters after typing

When using the 645S like a standard typewriter (memory off), a word missing a letter can be corrected by retyping it squeezed within the spaces on each side.

### ACTION

### RESULT

- ❶ **ROLL** the platen back to the line containing the error.
- ❷ **SPACE** to the beginning of the word to be corrected.
- ❸ **RETYPE** the word as it appears on the paper.
- ❹ **HOLD** down  and press  to reposition the carrier.
- ❺ **TYPE** the correct word.

**Note:** **BKSP** ½ may also be used to squeeze a character between two existing characters. Simply space to the character to the left of which the new character

will be typed, hold down  and press , and type the new character.

## BASE SYSTEM DISK

The Base System disk contains the instructions that tells the 645S how to underline a word, store a document, print a document, center a heading and use Spellcheck to check a document for misspelled words, etc. Without the Base System disk, the 645S functions as a correcting typewriter. The Base System disk is always inserted (loaded) in the left disk drive. The disk should remain in the disk drive until you need to insert another instruction disk (e.g., Options) or turn off the 645S.

### Loading the Base System Disk

Disks should only be inserted after the 645S is turned on and be removed before the 645S is turned off.

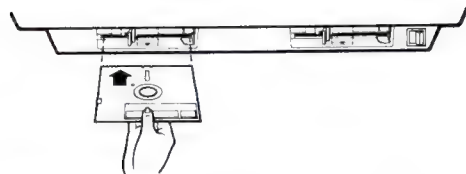
#### ACTION

#### RESULT

- 1** **TURN** on the 645S.
- 2** **BE SURE** the left disk drive latch is in the vertical (open) position.
- 3** **CHECK** to be sure there is not another disk in the drive.



- 4 **HOLD** the Base System disk with the label facing up and the "In Arrow" pointing toward the 645S.
- 5 **INSERT** the disk all the way into the left disk drive.
- 6 **CLOSE** the disk drive latch by turning it in a counterclockwise direction.



*PLEASE WAIT* appears on the screen after a few seconds. When the disk is loaded, B.T.-L (plus a number) appears in the message area. The screen is dark.

**Note:** It is suggested you make a copy of the Base System disk and keep the original in a safe place. Refer to the COPY section of this manual for instructions. In order to use the HELP feature, the Base System disk must remain in the left drive.



# BOLD

Instead of using italics or underlining to emphasize words in a document, you can use the **BOLD** feature. When words are printed with the bold feature, each character is printed twice.

## Bolding

### ACTION

### RESULT

**1** HOLD down  and press  to turn on the bold feature.

*The BOLD light turns on.*

**2** TYPE the text to be bolded.

*The characters appear bolded on the screen if the document appears on the screen. The characters print bolded if PRINTER is on.*

**3** HOLD down  and press  to turn off the bold feature.


*The BOLD light turns off.*

## Adding Bold to previously recorded text

### ACTION

- 1 **POSITION** the cursor to the left of the first character to be bolded.

- 2 **HOLD** down  and press  to turn on the bold feature.

- 3 **PRESS**  until the last character to be bolded is to the left of the cursor.

- 4 **HOLD** down  and press  to turn off the bold feature.

### RESULT

*The **BOLD** light turns on. The entire text following the cursor appears bolded on the screen.*


*The **BOLD** light turns off. The text to the left of the cursor is bolded to the point at which the feature was turned on, and the text to the right of the cursor is unbolded.*

## BOLDING — continued

### Removing Bolding from recorded text



#### ACTION


#### RESULT

- 1 USE  to locate the first bolded word. *The BOLD light is on.*

**Note:** If the cursor is positioned with the **ARROW** keys to the left of the first bolded character, but the bold light is not on, move the cursor forward until the light comes on, then move the cursor back to the beginning of the word.

- 2 **MOVE** the cursor to the left of the bolded word which is to be unbolded.

- 3 **HOLD** down  and press  to turn off the bold feature. *BOLD light is off, and any continuously bolded text following the cursor is unbolded.*



- 4** USE  or the **ARROW** keys to scan the text for the next bolded character(s), and repeat steps **3**, **4**, and **5** until all undesired bolding is eliminated.

**Note:** The **BOLD** function tends to involve blocks of words. Practice in the use of bolding and unbolding parts of a paragraph will reveal the feature's characteristics.


## CENTERING


The 645S centers headings or other text between the left and right margins or at other selected centering points.

### ACTION

- 1 **BE SURE** the cursor is at the left margin.
- 2 **HOLD** down  and press  .

### RESULT

**SPECIAL ENTRY** light is on.  appears centered on the screen, and the following appears in the message area.

Enter text to be centered


If **PRINTER** is on, carrier moves to center of left and right margin and the following appears in the message area:

Enter text to be centered
4

- 3** TYPE text to be centered.

*If PRINTER is off, the text appears in the response area. If PRINTER is on, the text appears in the response area, and the carrier moves to the left, one space per character typed.*

**Note:** To cancel the center command, press the STOP switch. The symbol and any text is removed from the screen.

- 4** PRESS  .



*The message is removed from the screen; the text, if PRINTER is on, prints with the desired text centered; or, if the PRINTER is off, the desired text appears centered on the screen, and the cursor moves to the left margin, one line down.*

## CENTERING — continued


### Centering at a selected point

When the cursor/carrier is at any position on the line other than the left margin and a centering command is entered, the 645S centers the text you type at the location of the cursor.

#### ACTION

- 1 **MOVE** the cursor to the location where text is to be centered.
- 2 **HOLD** down  and press .

#### RESULT

**SPECIAL ENTRY** light is on.  appears on the screen and the following appears in the message area:

Enter text to be centered



If **PRINTER** is on, the carrier remains in place, and the following appears in the message area:

Enter text to be centered










**3 REPEAT** steps **3** and **4** above.

**Note:** To cancel the center command, press the **STOP** switch. The symbol and any text is removed from the screen.

## Centering existing text

A centering command cannot be added to existing text. The text must be retyped.

### ACTION

- 1** USING  or holding down  and pressing , erase the text to be centered.
- 2** HOLD down  and press .

### RESULT

*The text is erased.*

**SPECIAL ENTRY** light turns on, and **4** appears in the text area.

Enter text to be centered	
<b>4</b>	

*If **PRINTER** is on, a blank response area appears.*

## CENTERING — continued

### ACTION

### RESULT

- 3** RETYPE the text to be centered. *The text appears in the response area.*
- 4** PRESS any ARROW key. *The text appears on the screen centered in the area erased. If PRINTER is on, the text prints centered.*




### Removing the Centering symbol from text


Removing a center symbol from existing text moves the text to a tab location or to the left margin.

### ACTION

### RESULT

- 1** POSITION the cursor to the left of the center symbol **4**.

- 2** HOLD down  and press  to erase the symbol. *The symbol is removed from the screen.*
- 3** PRESS an ARROW key or  to end the edit. *The text rejoins.*

**Note:** The center symbol may also be erased by positioning the cursor to the right of the symbol and pressing .

## CHARACTER COUNTER

The character counter is located on the lower right of the screen and shows the position of the cursor as you input or edit text. You can use the character counter to determine where text will print on the page. This is especially helpful when using a proportional space printwheel since each character has different unit values as shown in the APPLICATIONS section. You can also draw a signature line the exact length you need by using the Character Counter.

---

JAMES P. WOODS, JR.

President and Chief Executive Officer

## CLEARING DOCUMENTS, PHRASES, AND SETTINGS

Clearing documents, phrases, or settings makes space available on the disk for new recorded information. Stored documents, saved phrases and settings are cleared individually from the disk by recalling them by their titles. You may need to check the List of Titles to identify those titles no longer needed before clearing (see LIST TITLES).

DISK MEMORY may be on or off.

The entire contents of a disk may be cleared by using the Options disk (see PREPARING A RECORDING DISK).

### Clearing a Document

When the title of a stored document is recalled and cleared, the text of the document is cleared also.

#### ACTION

#### RESULT

**1** PRESS



Enter doc title (or #) and press RECALL

**2** TYPE the title or number of the stored document. (Use ERASE if you make a mistake).

*The characters appear in the response area as you type them.*

## CLEARING DOCUMENTS, PHRASES, AND SETTINGS — continued

### ACTION

### RESULT

- 3 PRESS .

*The CLEAR light is on, and the following message appears:*

To clear document, press CLEAR again

**Note:** Pressing STOP before pressing CLEAR a second time cancels the CLEAR command. Pressing CLEAR twice while a document is displayed on the screen also clears the document and title from the disk. You may recall and clear the title of any document without affecting the document that is currently on the screen.

- 4 PRESS  again.

*PLEASE WAIT appears, and the 645S beeps once when the document has been cleared.*

## Clearing Phrases and Settings

Phrases and saved settings may be cleared from the disk without affecting a document on the screen.

### ACTION

- 1 **HOLD** down  and type the title of the phrase or saved settings.

- 2 **PRESS** .

- 3 **PRESS** .

**Note:** Pressing **STOP** before pressing **CLEAR** a second time cancels the **CLEAR** command.

- 4 **PRESS**  again.

### RESULT

*The title appears in the phrase area, and the **SPECIAL ENTRY** light is on.*

*The 645S beeps once, indicating it has located the title of the phrase or setting.*

*The **CLEAR** light is on, and the following message appears:  
To clear, press **CLEAR** again*

*PLEASE WAIT appears in the message area as the phrase or setting is cleared from the disk.*

## **CLEARING DOCUMENTS, PHRASES, SETTINGS — continued**

---

**Clearing the entire  
disk**

See PREPARING A RECORDING DISK.



## COPYING

You may copy all or part of a document onto the same disk or to another disk; or copy part of a document to another document; or copy saved phrases and settings to another disk.

### Copying a document on the same disk

When you want to edit a document and also keep a duplicate of it in its original form, you must make a copy of the document before making any changes.

#### ACTION

- 1 **RECALL** the document if the document does not already appear on the screen. (The cursor can be anywhere in the document to copy the entire document.)

2 **PRESS**

COPY

#### RESULT

To copy document, press COPY again.

## COPYING — continued

### ACTION

### RESULT

**Note:** Pressing **STOP** at any time before pressing **COPY** the second time cancels the copy command.

A document cannot have any mark symbols in it when it is to be copied. There is one mark in this document appears if the document to be copied includes a mark symbol. Press **STOP**. Search for, and erase, the mark symbol.

**3** PRESS  again.

*The original document is stored under the original number and title (if one was given). The copy of the document appears on the screen.*



**Note:** If Procedure stopped — disk too full appears in the message area, there is not enough space on the disk for a copy of the document. Press **STOP** and clear documents not needed from the disk to make space available.

The 645S cannot store two documents under the same title. When you make a copy of a document, store the copy under a different title.

## Copying text within a document

Headings, paragraphs, or any text can be copied within the same document eliminating the need to retype the information. Up to 5,000 characters can be copied at one time.

### ACTION

- 1 POSITION** the cursor to the left of the first character to be copied.
- 2 PRESS**  to indicate the beginning of the text to be copied.
- 3 POSITION** the cursor to the right of the last character to be copied.
- 4 PRESS**  to indicate the end of the text to be copied.

### RESULT


*PLEASE WAIT appears in the message area, and then a mark symbol ▲ appears on the screen.*

*PLEASE WAIT appears in the message area, and then a mark symbol ▲ appears on the screen.*

## COPYING — continued

### ACTION

### RESULT

- 5 **POSITION** the cursor at the new location for the copied text.
- 6 **PRESS**  and the text will be copied from the old location to the new location.

PLEASE WAIT *appears in the message area.*



*When copy is complete a beep sounds, the copied text is to the left of the cursor, and the mark symbols are removed from the document.*

**Note:** Pressing **STOP** at any time before pressing **COPY** cancels the command. The mark symbols are not removed. Remove the mark symbols by using **ERASE**. If an error message appears on the screen, see the **SCREEN MESSAGES** section for instructions.

## Copying text from one document to another document

When copying information from one document to another, you first tell the 645S where in the other document the copied information will be placed, then you tell the 645S how much is to be copied by marking the beginning and the end of the text to be copied. Information can be copied into an existing document on the disk or into a new document.

### ACTION


- 1 BE SURE** an empty document is on the screen or recall the document that is to receive the information.
- 2 POSITION** the cursor where the copied text will go.
- 3 HOLD** down  and press .


### RESULT

PLEASE WAIT *appears in the message area, and then a mark symbol ▲ appears on the screen.*


## COPYING — continued

### ACTION

- 4 **PRESS**  and type the number or title of the document containing the text to be copied.

- 5 **PRESS**  again to bring the document to the screen.

- 6 **POSITION** the cursor to the left of the first character to be copied.

- 7 **PRESS**  to designate the beginning of the text to be copied.

### RESULT


*The following appears in the message area:*

Enter the doc title (or #) and press RECALL

*PLEASE WAIT appears in the message area, and then the beginning of the recalled document appears on the screen.*


*PLEASE WAIT appears in the message area, and then a mark symbol ▲ appears on the screen.*

**8** **POSITION** the cursor to the right of the last character to be copied.

**9** **PRESS**  to designate the end of the text to be copied.

*PLEASE WAIT appears in the message area, and then a mark symbol ▲ appears on the screen.*

**Note:** Pressing **STOP** does not cancel this procedure. The mark symbols are not removed from either document. The mark symbols must be erased manually.

**10** **PRESS**  to begin the copy function.




*PLEASE WAIT appears as the text is being copied. When copy is complete, a beep sounds, the cursor is at the end of the copied information in the new document, and the mark symbols are removed from the document.*

## COPYING — continued

### Copying a disk

Documents and disks can be copied using the Options Disk. The disk containing the documents is called the “source” disk. The disk receiving the copies of the documents is called the “destination” disk. When copying an entire disk, it is not necessary to prepare the destination disk. The copy process prepares the destination disk automatically before copying the information. If the destination disk contains stored documents they are erased when new information is copied over the disk. The documents on the disk cannot be recovered.

#### ACTION

- 1** INSERT the Options Disk into the left disk drive.
- 2** PRESS  or  key to select option 3, the option to copy disks.
- 3** PRESS  to tell the 645S you want to copy a disk.

#### RESULT

PLEASE WAIT *and the Options List appear on the screen.*

SELECT OPTION #: *and 3 are highlighted.*

Insert source disk in lft drive & RETURN *appears in the message area.*



- 4 REMOVE** the Options Disk, and insert the source disk in the left disk drive.

*The screen goes blank, but the message remains in the message area.*

**Note:** If you are copying the Options disk, leave it in the left disk drive, and press RETURN to start the copy process.

If you are copying an instruction disk (for example, Base System or Forms) insert it as the source disk in the left drive.

- 5 PRESS**  .

Insert destination in rt drive & RETURN appears in the message area.

- 6 INSERT** the destination disk in the right drive. (Be sure the write protect notch is not covered and that there are no documents, phrases, or settings on the disk that you want to save.)

## COPYING — continued

### ACTION

### RESULT

**7** PRESS



.

*PLEASE WAIT appears while the 645S prepares the disk and copies the information from the disk in the left drive.*

*Procedure complete, press STOP appears when the copy process is finished.*

**8**

PRESS



to return to the Options List.

**9**

SELECT another option, or press






to remove the Options List from the screen.

## Copying a document to another disk

When copying a document to another disk, the Options disk is used. If the destination disk is new, it must be prepared before copying a document onto it.

### ACTION

- 1** INSERT the Options Disk into the left disk drive.
- 2** PRESS  or  until option 5 is highlighted.
- 3** PRESS  to tell the 645S you want to copy a document to another disk.
- 4** REMOVE the Options Disk, and insert the disk that contains the document to be copied in the left disk drive.

### RESULT

PLEASE WAIT *and the Options List appear on the screen.*

SELECT OPTION #: *and 5 are highlighted.*

PLEASE WAIT *and then Insert source disk in lft drive & RETURN appear in the message area.*

## COPYING — continued

### ACTION

**5** PRESS



.

**6** TYPE the number or the title of the document to be copied, and press



.

### RESULT

*The following appears in the message area:*


Enter title (or #) of doc to be copied

Insert destination in rt drive and RETURN *appears in the message area.*

*If Document not found-RETURN & try again appears, the 645S cannot find the document number or title as typed. Press RETURN, and retype the number or title; or press STOP, and reload the Base System disk so you can view the List Titles to be sure the document is on the disk.*

- 7** **INSERT** a prepared destination disk in the right disk drive. (Be sure the write-protect notch is not covered.)


- 8** **PRESS** .


- 9** **TYPE** a title, and press .

PLEASE WAIT *appears, and then* Enter title for new document and RETURN *appears in the message area.*

Procedure complete press STOP *appears when the copy process is finished.*

*If Title already in use-RETURN & try again appears, press RETURN, and type a different title.*

- 10** **PRESS**  to return to the Options List.

- 11** **SELECT** another option, or press  to remove the Options List from the screen.

## COPYING — continued



### Copying Saved Phrases and Settings to another disk

The 645S can copy all of the saved phrases and settings from one disk to another disk. Phrases and saved settings cannot be copied individually like documents.

The disk containing the phrases and settings is called the “source” disk. The disk receiving the phrases and settings is called the “destination” disk.

Unlike copying an entire disk, when copying phrases onto a new disk, the disk must first be prepared.

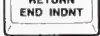
#### ACTION

- 1** INSERT the Options Disk into the left disk drive.
- 2** PRESS  or  until option 4 is highlighted.

#### RESULT

PLEASE WAIT *and the Options List appear on the screen.*

SELECT OPTION #: *and 4 are highlighted.*

**3 PRESS**  to tell the 645S to copy phrases.

**4 REMOVE** the Options Disk, and insert the source disk in the left drive.

**5 PRESS** .

**6 INSERT** the destination disk into the right drive. (Be sure the write protect notch is not covered and there are no phrases and settings on the disk that you want to save.)

**7 PRESS** .

Insert source disk in lft drive & RETURN appears in the message area.

Insert destination in rt drive & RETURN appears in the message area.



PLEASE WAIT appears while the 645S erases the old phrases and settings and copies the new phrases and settings.

Procedure complete, press STOP appears when the copy process is finished.

## COPYING — continued

### ACTION

### RESULT

- 8 PRESS  to return to the Options List.
- 9 SELECT another option, or press  to remove the Option List from the screen.



## DECIMAL TAB

Decimal Tabs (DEC. TAB) are used to align numbers automatically. Decimal tabs can be used to align whole numbers and percentages as well as numbers with decimals. Characters align at a decimal tab as shown below.

LOCATION OF DECIMAL TAB	
May	25↓.00
June	3.00
	42%
	(38)
	79

### Setting Decimal Tabs

#### ACTION

#### RESULT

1



can be on or off.

## DECIMAL TAB — continued

### ACTION

### RESULT


- 2** PRESS  to display the settings scale on the screen.

*The settings scale appears at the bottom of the screen.*

#### SETTINGS SCALE





- 3** USE the LEFT or RIGHT arrow key to move to the desired location(s) where you want the decimal or the number to align, and press SET DEC. TAB.

*A beep sounds to indicate a tab has been set. A DEC. TAB symbol  appears on the settings scale.*

**Note:** If you accidentally press the SET TAB instead of SET DEC. TAB, simply press SET DEC. TAB to change the “regular” tab to a “decimal” tab.

- 4 **CONTINUE** until all desired tabs have been set.

- 5 **PRESS**  again to complete the setting after all tabs have been set.

*The settings scale is removed from the screen. If the document is on the screen, settings blocks  appear for each tab setting.*

**Note:** When **GO TO START** is pressed or when the document is printed, the settings blocks at the beginning of the document are combined into one settings block.

---

## Typing entries at a decimal tab

### ACTION

### RESULT

- 1 **PRESS**  to move to the decimal tab.

*A tab symbol → appears if the document is on the screen.*

**Note:** If you want to turn the decimal tab location temporarily into a “regular” tab, press **STOP**.

## DECIMAL TAB — continued

### ACTION

- 2** TYPE numbers or text.

### RESULT

*If the document is on the screen, the cursor remains at the decimal tab location, and the numbers typed move to the left of the cursor. When the alignment character is pressed, the DECIMAL TAB message is removed. If PRINTER is on, the numbers print when the alignment character is typed.*

**3**

PRESS



**Note:** Typing a period, right parenthesis, percent sign, degree, greater than, exponent 2, exponent 3, fractions, or right bracket causes the character to align at the decimal tab. The numbers print if **PRINTER** is on. To type any of these characters to the right of the decimal tab, type the numbers to be aligned, press **PRINT**, then type the character.

If an entry typed at a decimal tab requires a period that should not align at the tab, type a required period (press **FEATURES** + period).

## DISK FULL WARNING

The 645S lets you know when you are running out of space on your recording disk by beeping as you type each character, by displaying the messages Caution: Recording disk is almost full and The recording disk is full, and, finally, by the screen going dark. Refer to DISKS in this manual for details.

## DISK MEMORY

To record a document that is to be printed, edited, and/or stored, the **DISK MEMORY** switch must be on. When **DISK MEMORY** is on, an empty document automatically appears, and everything typed appears on the screen. When **DISK MEMORY** is off, the screen is dark. When **DISK MEMORY** is off, the **PRINTER** switch automatically is on.

Recording a  
document on a disk

### ACTION

### RESULT

- 1 **BE SURE** the Base System disk is loaded in the left disk drive.


## DISK MEMORY — continued

### ACTION


### RESULT

- 2** **BE SURE** a prepared recording disk is in the right disk drive.

**Note:** If an error message appears on the screen, turn to the **SCREEN MESSAGES** section.

- 3** **PRESS**  to turn on the feature.

*If text appears on the screen, press **STORE** twice to store the document.*

*A settings block  appears to show an empty document.*

- 4** **TYPE** the document.

*The text appears as it is typed.*

- 5** **STORE** the document.


**Note:** Always turn off **DISK MEMORY** before removing the disk.

If both **DISK MEMORY** and **PRINTER** are on, the document prints on paper as you type, but does not appear on the screen until **PRINTER** is off.

## ERASING BLOCKS OF TEXT

Whole blocks of text (such as, paragraphs, sentences, etc.,) up to 5,000 characters can be erased using the MARK and CLEAR switches.

### ACTION

- 1 RECALL** the document if it is not already on the screen.
- 2 POSITION** the cursor at the beginning of the text to be cleared.
- 3 PRESS**  to designate the beginning of the text to be cleared.
- 4 POSITION** the cursor at the end of the text to be cleared.

### RESULT

PLEASE WAIT *appears in the message area, and then a mark symbol ▲ appears on the screen.*

## ERASING BLOCKS OF TEXT — continued

### ACTION

- 5 PRESS  to designate the end of text to be cleared.

- 6 PRESS .

**Note:** Pressing **STOP** at any time before pressing **CLEAR** the second time cancels the instruction. The mark symbols are not removed. To remove them, use **ERASE**.

- 7 PRESS  again.

### RESULT

*PLEASE WAIT* appears in the message area, and then a mark symbol ▲ appears on the screen.

*CLEAR* light turns on, and the message To clear, press CLEAR again appears.

*PLEASE WAIT* appears in the message area. When the **CLEAR** light goes off, the text between the two marks and the mark symbols are deleted. The cursor is positioned at the end of the cleared block of text.




## ERASING CHARACTERS

The ERASE key is used to erase typed characters from the paper, and from the screen if the document is on the screen. When using DISK MEMORY, ERASE FWD can also be used to erase.

---

### Erasing backward with document displayed

#### ACTION

- 1 **POSITION** the cursor to the right of the character to be erased.
- 2 **PRESS**  once for each character to be erased.

#### RESULT

*The text to the right of the cursor drops down a line to allow you to clearly see where corrections are made. An anchor symbol  $\perp$  appears on the line that drops down to show you where the text will be rejoined after the correction has been completed.*

## ERASING CHARACTERS — continued

### ACTION

### RESULT

**Note:** ERASE is a repeat key. If you want to erase more than one character, hold down the ERASE key. If you press the key several times rather than holding it down, the 645S remembers how many times the key is pressed and erases that number of characters.

- 3** **PRESS** an ARROW key or  to end the edit.

*The anchor symbol ⊥ is removed, and the text line is rejoined.*

---

### Erasing backward with the printer on

The 645S remembers the last 180 characters typed. If you attempt to erase past the 180 character limit, the 645S beeps twice if **DISK MEMORY** is off. (If **DISK MEMORY** is on, the document appears on the screen and you can continue to erase.)

---



### Erasing Symbols

Check **SCREEN SYMBOLS** section to understand what the symbol means; then look up the appropriate feature in the **HOW TO** section to see how the symbol can be erased.

## ERASE FWD

When you use ERASE FWD, it erases the character to the right of the cursor.

### ACTION

- 1 POSITION** the cursor to the left of the character(s) to be erased.
- 2 HOLD** down  and press  once for each character to be erased.

### RESULT

*The text to the right of the cursor moves down a line. An anchor symbol ⊥ appears on the line above to show where the text will be rejoined.*  
*A character is erased each time ERASE FWD is pressed.*

**Note:** ERASE FWD is a repeat key. If you want to erase more than one character, hold down ERASE FWD.

- 3 PRESS** an ARROW key or  to end the edit.

*The text is rejoined, and the anchor symbol is removed.*

## FIND

The **FIND** key is used to move quickly to a specific text or symbol in the document. The 645S begins the **FIND** function from the location of the cursor and moves forward through the document. If the cursor is at the end of the document when you give the **FIND** command, it automatically goes to the start of the document and begins the search. **FIND** looks for the exact characters typed in the **FIND** instruction. It may be necessary to use a space, comma, or parts of other words to identify clearly the characters to be found. Up to 15 characters may be entered to identify the text that is to be found.

### Finding text

#### ACTION

**1** PRESS  .

#### RESULT

*The SPECIAL ENTRY light turns on, and the following message appears: (Text used in a previous FIND command may appear in the response area.)*

Enter text to find:

- 2** **TYPE** the information to be found exactly as it appears in the document.

*The characters appear in the response area as they are typed.*

**Note:** If the text to be found is bolded and/or underlined do **not** include the bold/underline instruction in the **FIND** command.

- 3** **PRESS**  again to begin the search.

*PLEASE WAIT appears in the message area as the 645S searches through the document.*

*When the text is found, the cursor is at the top of the screen to the left of the first character you asked to be found.*

**Note:** The text typed in the **FIND** command remains in the response area until new text is entered or the 645S is turned off. Therefore, to find another occurrence of the same characters further on in the text, simply press **FIND** twice.

To cancel the **FIND** command, press **STOP**. The search is cancelled, and the cursor is positioned at the point in the document when **STOP** was pressed.

## FIND — continued

The following symbols/instructions are found using the FIND instruction (these symbols cannot be used to replace symbols, spaces, or instructions in a RPLCE instruction):

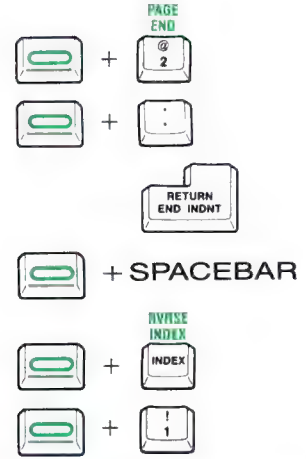
### To FIND

- Auto Indent
- Auto Page Break
- Auto Stop
- Bksp 1/2
- Center
- Hyphen
- Index
- Ln Sp
- Lost Text
- MARK

### Press Switch/key



- Page End
- Required Period
- Required Return
- Required Space
- Reverse Index
- Right Flush
- Set Left Margin
- Set Right Margin
- Set Tab
- Set Dec. Tab
- Space
- Tab



**Press the desired setting switch**  
**Press the desired setting switch**  
**Press the desired setting switch**  
**Press the desired setting switch**

**SPACEBAR**



## FIND/RPLCE

The FIND/RPLCE feature is used when a document has several occurrences of identical information that must be replaced with new information. (For example, changing “Corp” to “Corporation” throughout the document.) When the cursor is positioned at the beginning of the document, one FIND/RPLCE command changes every occurrence of the information throughout the entire document.

### Finding and replacing text

#### ACTION

1 PRESS  .

#### RESULT

*The SPECIAL ENTRY light turns on, and the following message appears. (Text used in a previous FIND command may appear in the response area.)*

Enter text to find:



- 2** **TYPE** the information to be found exactly as it appears in the document.

*The text appears in the response area as typed.*

**Note:** If the text to be found is bolded and/or underlined, do not include the bold/underline instruction in the **FIND** command. Replacement text, however, can include bold and underline instructions. Up to 15 characters can be entered to identify the text to be found.

**FIND/RPLCE** may not be used to find and replace spaces, symbols, or instructions.

- 3** **HOLD** down  and press  to give the replace command.

*The following message appears.*

Enter text to use as replacement:

- 4** **TYPE** in the replacement information. (Up to 45 characters of replacement information can be typed.)

*The text appears in the response area as you type.*

## FIND/RPLCE — continued

### ACTION

- 5** PRESS  to begin the find and replace function.

### RESULT

*PLEASE WAIT* appears in the message areas as all occurrences of the word(s) are changed. When all replacements have been made, the cursor is at the end of the document. The **SPECIAL ENTRY** light goes off.

**Note:** FIND/RPLCE looks for and changes the exact same characters that are typed in the FIND/RPLCE command. If a word is misspelled in the document, the misspelling must be typed in the FIND/RPLCE command. The 645S begins the search from the location of the cursor, moving forward through the document. If the cursor is at the end of the document when the command is given, it automatically goes to the start of the document to begin the operation.

If **NOT FOUND** appears in the message area, see the **SCREEN MESSAGES** section for instructions.

## FORMAT SCAN

The Format Scan feature provides four ways to reformat a document to appear on the screen as it prints on paper. The 645S performs some reformatting automatically depending upon the scan chosen. A Format Scan can help determine which words to hyphenate and where each page should end. All documents should be scanned before being printed.

### To select a scan and enter lines per page setting

When you press **FORMAT SCAN**, a list of choices appears on the screen. You need to select which type of scan you desire. If the scan selected will be dividing the document into pages, you also need to tell the 645S how many lines you want on each page. **JUSTIFY** must be turned on before pressing **FORMAT SCAN** if the document will be printed justified.

#### ACTION

#### RESULT



- 1 **RECALL** the document or hold

down  and press  if the document appears.

## FORMAT SCAN — continued

### ACTION

### RESULT

- 2** TURN on  if the document will be printed justified.
- 3** PRESS  to bring the list to the screen.

Hyphen scan? ..... YES NO

Type of page break scan? ..... 1 2 3

1 = Stop for widow lines only

2 = Stop at every page break


3 = Insert page breaks automatically

Lines per page setting? ..... 54


**Note:** Notice that the Hyphen Scan highlights the “NO” option.

4 USE  to select "YES".

*The highlighting moves from NO to YES.*

5 USE  to highlight the next question.

*Type of page break scan? is highlighted.*

6 USE  to highlight the next question.

*Lines per page setting? is highlighted.  
(If there has been no previous Format Scan, 0(zero) is highlighted.)*

7 TYPE the number of lines per page you desire for the document. (Use ERASE if you make a mistake while entering the number.)

*The entry appears in the highlighted area.*

**Note:** When a number is entered for the lines per page setting, it remains in effect for all scans in that document until the question is highlighted again, and another number is entered.

For an  $8\frac{1}{2} \times 11$ -inch sheet of paper, 54 lines per page is the standard setting. For  $8\frac{1}{2} \times 14$  -inch paper, the standard setting is 72.

The 645S calculates 6 lines per inch, and automatically adjusts lines for the line spacing (single, double, etc.) recorded in the document.

## FORMAT SCAN — continued

### ACTION

8

PRESS



again to begin the scan.

### RESULT

PLEASE WAIT *appears in the message area, and the screen is blank while the 645S scans the document.*

*When all decisions are made and the scan is complete, the last lines of the document appear.*

**Note:** The 645S automatically reformats the document as it is being scanned.

If the message Typing line too wide appears in the message area, a reformat error has occurred. See the SCREEN MESSAGES section for instructions.

If the scan selected requires a decision, the 645S stops where appropriate, several lines of text appear at the top of the screen with the cursor highlighted, and a message appears in the message area.

---

## Hyphen Scan?

When "YES" is selected, the 645S stops to ask if you want to hyphenate particular words that appear close to the right margin. The cursor and the portion of the word where a hyphen can be placed are highlighted.

Hyphenate word or RETURN to continue appears in the message area of the screen. You have the option of telling the 645S where to hyphenate or that no hyphen is desired.

A lines per page setting is not needed for Hyphen Scan. If auto page breaks or soft hyphens are within the document from a previous format scan, they are removed from the document during a hyphen scan.

## FORMAT SCAN — continued

To hyphenate a word

### ACTION

### RESULT

- 1 POSITION** the cursor within the highlighted area where the hyphen should go. (If **JUSTIFY** is turned on, only the **LEFT** arrow key can be used.)

**Note:** If you do not want to hyphenate the word, press **RETURN**. If a compound word is highlighted (such as, mother-in-law or electrical/mechanical), position the cursor to the right of the existing hyphen or slash and press **RETURN**.

- 2 PRESS**  . (Be sure that the **SHIFT LOCK** is off.)

*A “soft” (temporary) hyphen - is entered in the word. PLEASE WAIT appears in the message area, and the screen is blank as the scan continues.*



---

**Type of page break scan?**

**Scan #1: Stop for widow lines only**

When Scan #1 is selected, the 645S automatically inserts a page break when it reaches the number of lines per page selected. A lines per page setting must be entered for this scan. If an auto page break separates the first or last line of a paragraph from the rest of that paragraph (a "widow" line), the 645S stops and allows you to move the page break to an appropriate position.

"Widow" line — move page break & RETURN appears in the message area. The cursor and an auto page break symbol — (followed by a line of dashes with a settings block in the center) appears on the screen with text above and below the symbol.

---

**Scan #2: Stop at every page break**

When Scan #2 is selected, the 645S stops at every page break. Move page break (if desired) and RETURN appears in the message area.


## FORMAT SCAN — continued

To move the page  
break

### ACTION

- 1 **PRESS** the  key to move the page break up to the desired line.

OR

**PRESS** the  key to move the page break down to the desired line.

### RESULT

*PLEASE WAIT* appears as the page break is moved, then the text appears on the screen with the page break symbol in the position you selected.



*PLEASE WAIT appears in the message area as the scan continues.*

**Note:** Any auto page breaks in a document from a previous format scan are removed from the document during a new page break scan. Required page ends are not removed.

You may press **STOP** at any time to cancel a format scan. The cursor appears in the displayed text where it was when **STOP** was pressed.

---

### **Scan #3: Insert page breaks automatically**


When Scan #3 is selected, the 645S automatically inserts a page break when it reaches the number of lines per page you selected ("widow" lines are ignored). If the lines per page setting is set to 0, no page breaks are inserted, but any page breaks from a previous scan are removed from the document. A required page end is not removed.

## FORMAT SCAN — continued

To check hyphen  
and page break  
decisions

### ACTION

### RESULT

- 1 **BE SURE** the document is on the screen.
- 2 **PRESS**  to give the **FIND** command.

**SPECIAL ENTRY** *light turns on.*  
*Text used in a previous FIND com-*  
*mand may appear.*

3 PRESS ,

*The hyphen - symbol appears in the response area.*

OR


HOLD down  and press  to find an auto page break symbol.


*The auto page break symbol appears in the response area.*

4 PRESS  again to begin the FIND command.

**Note:** If a hyphen is in an incorrect position, use ERASE to remove it and the carrier return that follows; then format scan the document again.

If an auto page break is in an incorrect position, use ERASE to remove it,

and insert a required page end where required by holding down  and

pressing .

## FWD (FORWARD)

The FWD key is used to move the cursor through the characters on the screen. It is used in the same manner as the RIGHT arrow key. When the cursor reaches the end of a line, it will go to the beginning of the next line.

To move the cursor  
forward

### ACTION

### RESULT

1 PRESS  once.

*The cursor moves one character to the right.*

**Note:** When using the 645S as a standard typewriter, FWD may be used to move forward from a previously typed position through the last typed command.

## GO TO END (START)

The GO TO END (START) key is used to move quickly to the beginning or end of a document.

---

To move to the end  
of a document

### ACTION

1 PRESS .

### RESULT

PLEASE WAIT, and then the end of the document appear on the screen.

---

To move to the  
beginning of a  
document

### ACTION

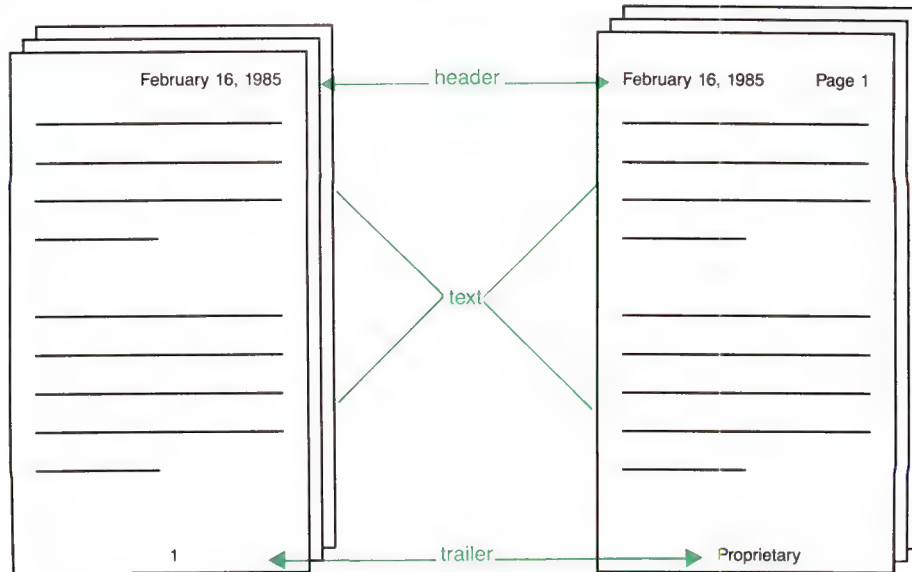
1 HOLD down  and press .

### RESULT

PLEASE WAIT, and then the beginning of the document appear on the screen.

# HEADERS AND TRAILERS

Information on the top of every page is known as a “header”. Information on the bottom of every page is known as a “trailer”. When adding headers and trailers to a document, you must use **FORMAT SCAN** to calculate the number of lines per page.





**Note:** Headers and trailers are not stored with the text document. They are stored in separate documents. They are a print feature only and must be added to the document each time it is printed. Headers and trailers are added to a document by using the Print List as illustrated below.



Position of automatic page numbers? .....	0	1	2	3	4	5	6
0 = None							
1 = Top Left							
2 = Top Center							
3 = Top Right							
4 = Bottom Left							
5 = Bottom Center							
6 = Bottom Right							
Beginning page number? .....	1						
Header title/# (if desired) .....							
Trailer title/# (if desired) .....							
Length of paper (in lines)? .....	66						

## HEADERS AND TRAILERS — continued

### Creating a header/ trailer document

#### ACTION

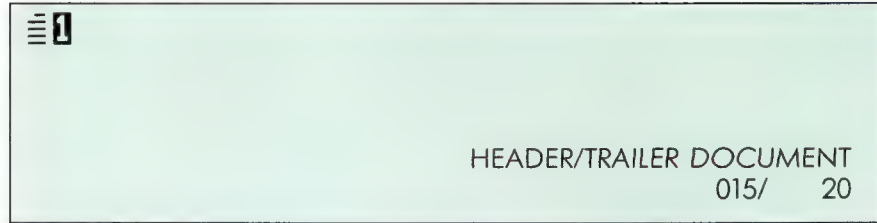
#### RESULT

- 1 **BE SURE** the Base System disk is loaded and a recording disk is inserted.
- 2 **TURN** on **DISK MEMORY**, if it is not already on.
- 3 **HOLD** down  and press  to tell the 645S you want to create a header/trailer document.

*PLEASE WAIT* appears. The lower half of the screen goes dark, as illustrated below. **HEADER/TRAILER DOCUMENT** appears at the bottom of the screen.

**Note:** When **FEATURES + DISK MEMORY** is pressed with a document on the screen, the document is automatically stored.

If you press **FEATURES + DISK MEMORY**, have **not** typed anything, and want to cancel the instruction, simply **RECALL** another document. The blank header/trailer document will not be stored on the disk.






- 4** **CHANGE** the margins to match the text document, if necessary. Be sure the line spacing is on "1".

## HEADERS AND TRAILERS — continued


### ACTION

### RESULT

- 5** **TYPE** the header/trailer document including, if desired, the page number command at the appropriate position. A page number command is entered by holding down  and pressing .

*A page number symbol  appears in the location where the page number will be printed.*

**Note:** Approximately 180 characters (including spaces and returns) can be typed in a header/trailer document. Commands (such as bolding, page numbers, and settings changes) are considered part of the total character count.

- 6** **PRESS**  to return the cursor to the left margin.

- 7** **STORE** the header/trailer document. *The screen is ready for a new text document.*

**Note:** Header/trailer documents are stored the same way text documents are stored: press **STORE**, type the title, press **STORE**.

---

## Printing a document with headers/trailers

A one-line header/trailer will print on the fourth line from the top or bottom of the page, leaving three blank lines). Two blank lines are automatically inserted between the header and the text. Two blank lines are also inserted between the text and the trailer for all full pages of text.

### **ACTION**

- 1** **RECALL** the text document.
- 2** **USE FORMAT SCAN** to calculate the number of lines per page. (If you need help, refer to the **FORMAT SCAN** section.) If the header or trailer document has more than one line (or blank lines), remember to subtract each additional line from the lines per page setting.

### **RESULT**

*The 645S calculates the lines per page, a beep sounds, and the end of the document appears on the screen.*

## HEADERS AND TRAILER — continued

### ACTION

### RESULT

**Note:** If a page-end decision is required, move the page break up by pressing the **UP** arrow key; the **RETURN**. If a page break is moved down, the trailer will not print in the correct position.

- 3** **GO** to the beginning of the document when the scan is complete.

- 4** **PRESS**  +  .

*The Print List appears on the screen.*

**Note:** Pressing **STOP** will remove the Print List from the screen.

- 5** **USE** the right or left arrow key to select 0 (None) if your header/trailer document contains a page number command, or you do not want automatic page numbers. Select 1, 2, or 3 if you have a trailer and want an automatic page number on the top of the page. Select 4, 5, or 6, if you have a header and want an automatic page number on the bottom of the page.

*The highlighting moves as you press any **ARROW** keys.*

- 6** **SELECT** Beginning page number if you want the first page to have a number other than "1".

*The number will change as you type it.*

**Note:** If you have a header and/or trailer, and do not want any page numbers, leave the beginning page number at one. It will be ignored when the document prints.

- 7** **PRESS** the **DOWN** arrow key to select Header title/# (if desired), and type the header's title or number, if you are going to print a header.

*The title appears in the box (if you typed one).*

## HEADERS AND TRAILERS — continued

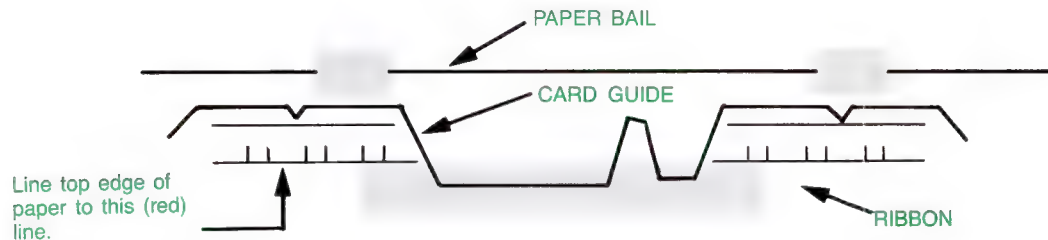
### ACTION

### RESULT

- 8** **PRESS** the **DOWN** arrow key to select Trailer title/\* (if desired), and type the trailer's title or number, if you are going to print a trailer.
- 9** **PRESS** the **DOWN** arrow key, and change the length of paper setting if you do not have 11" paper.
- 10** **INSERT** paper so the top edge is even with the bottom red line on the card guide, as shown below:

*The title appears in the box (if you typed one).*


*The highlighting moves down when you press the **DOWN** arrow key, and the number will change as you type it.*





- 11** **BE SURE** the paper bail is in the forward position.

*When the paper bail is in the forward position, the paper rolls up without interference as the document starts to print.*

- 12** **PRESS** . After several lines have printed, put the paper bail back on the platen.

*The first page of the document prints with the header/trailer. **DISK MEMORY** turns off, the screen goes dark, and the following message appears:*

End of page - Insert paper &  
press PRINT




- 13** **REPEAT** steps **10** through **12** to print the rest of the document.

**Note:** Headers and trailers are not stored with the document.

## HEADERS AND TRAILERS — continued




Header/trailer documents are cleared the same way as text documents.

### Clearing a header/ trailer document

	ACTION	RESULT
1	PRESS  .	
2	TYPE title or number of header/ trailer document.	<i>The title or number appears in the response area.</i>
3	PRESS  .	<i>"To clear document, press CLEAR again" appears in the message area.</i>
<b>Note:</b> To cancel the CLEAR command, press STOP.		
4	PRESS  again.	<i>The header/trailer document is cleared.</i>

---

## Adding blank lines to a header/trailer document

- ❶ **BE SURE** DISK MEMORY is on.
- ❷ **HOLD** down  and press  to tell the 645S you want to create a header/trailer document.
- ❸ **CHANGE** the margins to match the text document, if necessary. Be sure the line spacing is on single.
- ❹ **TYPE** the text.
- ❺ **PRESS**  to return the cursor to the left margin.

## HEADERS AND TRAILERS — continued

### ACTION

### RESULT

- 6** **TYPE** a required space, then press



. This adds one blank line to the headers.

**Note:** The required space is used only to show the additional line on the screen. Your screen should look similar to the example below. (If you are typing an actual header, you would repeat this step for each additional line. The required space can also be inserted above the text if you want more than three blank lines from the top of the page. Remember, two blank lines are automatically inserted between the text and the header. Always make a note of the number of additional lines so the lines per page setting in **FORMAT SCAN** can be calculated correctly.)

February, 16 1985



the required space shows  
you have one additional blank line

HEADER/TRAILER DOCUMENT

015/ 20

**7** **STORE** the header document.

## HELP

When you receive two beeps (reject signal) in response to pressing a key or keys, immediately hold down **FEATURES** and press **HELP** to display a **HELP** message. While the 645S is accessing **HELP**, **PLEASE WAIT** appears on the screen.

Some error conditions may not have a **HELP** message; therefore, refer to the specific feature in this manual for assistance.




An instruction disk should be in the left disk drive so the 645S can access **HELP** messages. You do not need to turn on Disk Memory to use this feature.

### To use **HELP**

#### **ACTION**

#### **RESULT**

- 1 **INSERT** the instruction disk in the left disk drive.

- 2 AFTER** you receive two beeps (reject beep), hold down  and press  .
- 3 PRESS**  to remove the message from the screen.

*A message appears in the message area to provide assistance for the operator.*

## HORIZONTAL SCROLL

The text on the screen moves to the right or left when characters are off the screen. The 645S automatically scrolls when the cursor is moved beyond what can be seen on the screen. A plus sign ( + ) appears at the beginning or end of a line to indicate there is text off the screen. This occurs when wide margins are used.

To view text off the  
right side of the  
screen

### ACTION

- 1 **PRESS** the  key until the text on the screen moves to the left.

### RESULT

*Ten more characters, or the end of the line appear on the screen. The cursor moves one character to the right on the screen each time the **ARROW** key is pressed. When it reaches the end of a line, the cursor moves down to the beginning of the next line and continues moving to the right.*

OR



- 2** PRESS the  key to move the cursor to the left.

*The cursor moves one character to the left on the screen. When it reaches the beginning of the line, the cursor moves up to the end of the previous line and continues moving to the left.*

---

To view text off the left side of the screen

**ACTION**

**RESULT**

- 1** PRESS the  key until the text on the screen moves to the right.

*Ten more characters or the beginning of the line of text appears on the screen.*

**OR**

- 2** PRESS  to move the cursor to the right.




*The cursor moves one character to the right on the screen to the end of the line and then drops down to the beginning of the next line and continues moving to the right.*

## IMPRESSION CONTROL

You can increase or decrease the force of the printwheel as it strikes the paper. For example, you may want to increase the force of the impression when typing a carbon set to give you better carbon copies.


**Note:** When typing stencils, be sure to remove the ribbon cartridge and increase the impression control.

### Setting impression control

ACTION	RESULT
<p><b>1</b> HOLD down  and  and press  at the same time.</p>	<p><i>The SPECIAL ENTRY light turns on.</i></p>

- 2 RELEASE** all of the keys, and press one of the following:

— Press  for **lowest force**.

— Press  for **normal force**.

— Press  for **highest force**.

*The 645S beeps once, and the SPECIAL ENTRY light turns off.*

*The 645S beeps once, and the SPECIAL ENTRY light turns off.*

*The 645S beeps once, and the SPECIAL ENTRY light turns off.*

**Note:** The impression control setting is not stored with the document. When the 645S is off, the impression control returns to normal (2) pressure.

## INDEX AND REVERSE INDEX

The **INDEX** and **RVRSE INDEX** keys are used to move the typing line down or up one fourth of a line each time the key is pressed. It is a repeating key; if you continue to hold down **INDEX** or **RVRSE INDEX**, the typing line moves down or up until you release the key.

When the **PRINTER** is turned on, the platen moves the paper. When the printer is turned off, symbols appear on the screen and the platen does not move.




Subscripts and superscripts are typed using **INDEX** and **RVRSE INDEX**. Subscripts are characters typed below the original typing line; superscripts are characters typed above the original typing line.

### Typing Subscript or Superscript Text

#### ACTION

#### RESULT

- 1 **TYPE** text up to the subscript or superscript.

- 2** **PRESS**  for a subscript or hold  
down  and press  for a  
superscript.

*If the document is on the screen, a  
symbol appears on the screen:*

*or*

*If PRINTER is on, the paper moves  
down or up one fourth of a line.*




**Note:** If you press the wrong key, use **ERASE** to erase the symbol or the  
movement.

- 3** **TYPE** the subscript or superscript  
text.

## INDEX AND REVERSE INDEX — continued

### ACTION

### RESULT

- 4 PRESS  or hold down   
and press  to move back to the original typing line.

*If the document is on the screen, a symbol appears on the screen:*

*or*

*If PRINTER is on, the paper moves up or down one fourth a line.*

**Note:** Remember to move back to the original typing line after typing the subscript or superscript text.

Indexes and reverse indexes may be inserted or erased from existing text and may be located by using the **FIND** feature.

## INSERTING TEXT

The amount of information that can be added to a document is limited only by the amount of space left on the disk.

### Adding text to a document

#### ACTION

#### RESULT

- 1** BE SURE DISK MEMORY and AUTO RETURN are on.
- 2** POSITION the cursor where text is to be inserted.
- 3** TYPE the new information.
- 4** PRESS an ARROW key to end the edit.

*The text to the right of the cursor moves down a line, and an anchor symbol  $\perp$  appears on the line to show where the text will be rejoined.*

*The text is rejoined, and the anchor symbol is removed.*

## JUSTIFY

The 645S prints documents from memory with a justified (even) right margin. Any document typed with **AUTO RETURN** turned on can be printed with a justified margin. Lines that end with a required return, lines that contain **BKSP** ½, and text within a Table will not be justified.

### Printing a justified document

Before printing a document, turn on **JUSTIFY**, and press **FORMAT SCAN** to hyphenate words as necessary. This reduces the amount of white space between words.

#### ACTION

#### RESULT

- 1 BE SURE** the document is on the screen.
- 2 BE SURE** **JUSTIFY** is on.
- 3 SCAN** the document for hyphen and/or page break decisions. (See **FORMAT SCAN**.)

***JUSTIFY** and **AUTO RETURN** lights are on, if not already on.*



- 4** **PRINT** the document, leaving **JUSTIFY** turned on.

**Note:** If **STOP** is pressed while printing with **JUSTIFY** turned on, the 645S finishes printing the current line and stops at the left margin of the next line.

A justified margin is not stored with a document. The **JUSTIFY** feature must be turned on during scanning and printing.

If less white space is desired between words, change the margin zone (see **MARGIN ZONE**), then use **FORMAT SCAN** again and print the document.

---

### **Correcting text that will not justify**

If a line(s) of a document does not justify, check to see if the line ends with a required return. To justify the line, replace the return with a space. Remember, lines that contain a **BKSP** ½ symbol cannot be justified.


## LINE SPACING

The lights on the **LINE SP** switch indicate the line spacing selected: single (1), one and a half (1.5), double (2), or triple (3).


Line spacing may be changed in a document as you type it, or after recalling a stored document.


### Changing line spacing

#### ACTION


- 1 **BE SURE** the cursor is positioned at the left margin (and to the right of settings blocks, if any, in an existing document.)
- 2 **PRESS**  switch.


#### RESULT

*The settings scale  appears at the bottom of the screen.*

- 3 PRESS  until the desired line spacing is selected. (If desired, other settings can be made at this time.)

*The light on the switch changes to indicate the line spacing selected.*

- 4 PRESS  to complete the line spacing change.

*A settings block  appears and records your line spacing changes. The light on the LINE SP switch shows the selected line spacing.*

*The document reformats according to the new settings.*

**Note:** When 1.5 line spacing is selected, it appears on the screen as double-spacing, but prints at 1.5 line spacing.

## LINES PER VERTICAL INCH

The 645S has standard line spacing adjustments of 1, 1.5, 2, or 3. In addition to the standard 6 lines per inch, you can change the lines per vertical inch setting to 8 or 5.33 lines per inch.

When **DISK MEMORY** is on, the 645S records this information in your document by displaying a settings block.

**8 lines per inch** — frequently used with a 15-pitch printwheel; e.g., accounting or statistical applications.




**5.33 lines per inch** — frequently used with a 10-pitch printwheel; e.g., legal applications.

After changing the lines per vertical inch setting, the line spacing can be used at any of its four settings, providing 12 total settings.

### Changing Lines Per Vertical Inch

#### ACTION

#### RESULT

- 1** HOLD down  and press **SPECIAL ENTRY** *light turns on.*
-  and  at the same time.

**2** PRESS one of the following:

*The 645S beeps once, and the SPECIAL ENTRY light turns off.*

— Press for **6 lines per inch.**

— Press for **8 lines per inch.**

— Press for **5.33 lines per inch.**

**Note:** The lines per vertical inch setting remains in the 645S until changed, another document is recalled with different lines per vertical inch setting, or the 645S is turned off. You will need to change the lines per vertical inch setting back to 6 lines per inch if you want standard line spacing in the next document you record.

## LIST TITLES

The 645S displays a list of all documents stored on a recording disk. It also reveals the number of pages left for recording documents, the number of characters left for saved phrases and settings, and header/trailer documents. **DISK MEMORY** may be on or off.

To display a list of titles

### ACTION




### RESULT

- 1 **BE SURE** an instruction disk is in the left disk drive.

- 2 **HOLD** down  and press .

*The List Titles appears on the screen.*

- 3 **IF YOU** have more than 18 titles,

press  or hold down  and press  to view the remaining titles.

- 4 **PRESS**  to remove the list from the screen.

To print a list of titles

**ACTION**

**RESULT**

**1** HOLD down  and press .

**2** INSERT a sheet of paper.

**3** PRESS  to print the list.

*The List Titles appears on the screen.*

*The List Titles prints, and the document returns to the screen without any effect on the text or cursor movement.*

**Note:** If the list is more than a page long, press **STOP** to change paper. The message To continue List Titles press **PRINT** appears. Press **PRINT** to continue the printing.

## LIST TITLES — continued

### Example

BASE SYSTEM — instruction disk  
currently loaded

-----

document number — 001/letter — document title  
(if one was given)

002/memo

003/report

004/article

005/letter-2

006/memo-2

007/memo-3

008/header G

009/trailer G

010/header-2 G

number of document — \*011/  
currently on screen

-----

067-068 PAGES LEFT — pages remaining on  
disk for recording  
documents

-----

saved phrase — folton = foltonberg electric  
setmgr

-----

saved settings — 3916 CHARACTERS LEFT — number of characters  
for stored phrases  
and settings



## MARGIN RELEASE

Margin Release temporarily releases the current left margin until a new left margin is set. It does not move the carriage, nor does it set a new margin. Margin release functions only at the left margin.

### Using margin release


#### ACTION

#### RESULT

- 1 BE SURE** you are at the current left margin (press RETURN if necessary).

- 2 HOLD** down  and press  .



*The 645S beeps once.*

- 3 PRESS**  to move the carrier to the desired location.

*Reverse symbol(s) ← appear. When the document prints, the carrier reverses one space for each time RVRSE is pressed.*

## MARGIN RELEASE — continued

**Note:** The margin release feature is used temporarily to release the left margin if characters need to be typed to the left of the margin.

The command  +  may be used to move the carrier left one-half a space at a time if desired.

Press **RETURN** at the end of the text to return the carrier to the original left margin.

The left and right margins can be permanently reset with the **PRINTER** on and the **AUTO RETURN** off.

## MARGINS

Margins are set in the 645S on the settings scale using the SET LEFT MARGIN and SET RIGHT MARGIN switches. The settings are recorded in the document in a settings block and remain in effect until they are changed on the settings scale. Others are recalled within a document with different margin settings, or a saved settings is recalled.

The cursor or carrier must be positioned at the left margin currently set in the 645S before making settings changes. Margin settings may be changed at any point within a document as it is being typed or after recalling a stored document. When settings are changed in a recalled document, the cursor must be positioned to the right of any existing settings blocks recorded in the document.

Margins may be temporarily indented without being changed by using the Auto Indent feature (see AUTO INDNT).







### To set margins

#### ACTION

#### RESULT

- 1 **POSITION** the cursor at the left margin. (If there are settings block existing in the document, position the cursor to the right of the last settings block recorded.)

## MARGINS — continued

- |   | ACTION   | RESULT   |
|---|--|--|
| 2   | PRESS   | <i>The settings scale  appears at the bottom of the screen.</i> |
| 3   | PRESS  or  to move to the location of the new left margin. |  |
| <p><b>Note:</b> The cursor moves to the left margin on the settings scale when RETURN is pressed.</p> |  |  |
| 4   | PRESS  . (If desired, set tabs — See TABS.)   | <i>A beep sounds to indicate the left margin is set. The left margin symbol ( moves to the new left margin.</i>                                    |
| 5   | PRESS the  to move to the location of the new right margin.   | <i>The settings cursor ▲ moves.</i>  |

6 PRESS  .

*A beep sounds to indicate the right margin is set. The right margin symbol } moves to the new right margin.*

7 PRESS  when all changes have been made.

*A settings block ≡ appears. (Several settings blocks may appear depending on settings made.)*

**Note:** When GO TO END (START) is pressed, or when the document is printed, the settings blocks at the beginning of the document combine into one settings block.

## MARGIN ZONE

When the **AUTO RETURN** feature is turned on and a space falls within six characters of the right margin, the carrier automatically returns. You can change the Margin Zone setting from 1 to 9 characters. If the margin zone is set at 2, the carrier returns when a space is typed within two characters of the right margin.

Changing the Margin Zone to a smaller number gives you a tighter right margin and reduces the amount of white space during justified printout. Changing the Margin Zone to a large number gives you fewer hyphenation decisions during Format Scan but increases the amount of white space during justified printout.

### Setting the margin zone

#### ACTION

#### RESULT


**1** **HOLD** down  and press

**SPECIAL ENTRY** light turns on.

 and  at the same time.

**2** **RELEASE** all keys.

**3** **TYPE** a number from 1 to 9. (The lower the number, the less white space.)

A settings block  appears if **DISK MEMORY** is on. The 645S beeps once, and the **SPECIAL ENTRY** light turns off.

When **DISK MEMORY** is on, the 645S records this information in your document by displaying a settings block. The margin zone setting currently in the 645S changes each time this document is brought to the screen.

**Note:** The margin zone setting remains in the 645S until it is changed or another document is recalled with a different margin zone setting. For this reason, when a new document is created, the 645S remembers the last margin zone setting and records that same setting in the new document.

To see the margin zone change, simply press the settings switch before resetting the margin zone. Remember to press the settings switch again to recall the document to the screen.


You need to change the margin zone setting back to 6 spaces if you want the standard margin zone setting.

## MOVE

Information in a document can be moved (taken from one location and inserted in a new location) within the same document. Up to 5,000 characters can be moved at one time.

To move text within  
a document

### ACTION

- 1 **RECALL** the document.
- 2 **POSITION** the cursor at the beginning of the text to be moved.
- 3 **PRESS**  to designate the beginning of the text to be moved.
- 4 **POSITION** the cursor at the end of the text to be moved.

### RESULT

*PLEASE WAIT* appears in the message area, and a mark symbol ▲ appears on the screen.



- 5** PRESS  to designate the end of text to be moved.

*PLEASE WAIT appears in the message area, and a mark symbol ▲ appears on the screen.*

**Note:** If tab movements or returns are to be moved with the text, be sure to include them between the marks.

- 6** POSITION the cursor where the text is to be moved.

- 7** PRESS  .

*PLEASE WAIT appears in the message area. The text is moved from the original location to the new location in the document. A beep sounds when the move is complete.*

## NEXT/PREVIOUS SCREEN

The 645S displays 20 lines of text on the screen. To view additional lines of text, use the Next Screen or Previous Screen features.

### Next Screen

#### ACTION



#### RESULT

- 1** **PRESS**  to view the next screen of text. *The text moves up and displays 19 additional lines of text.*

### Previous Screen

#### ACTION

#### RESULT

- 1** **HOLD** down  and press  to view the previous screen of text. *The text moves down and displays 19 additional lines of text.*

**Note:** When viewing the document after using this feature, the first or last line will be a part of the next 20 lines displayed.

## OVERSTRIKE CHARACTERS (OVR ST)

The OVR ST key is used to create overstrike characters by placing one character over another. This means that you can type characters that are not on the printwheel such as 0 or ≠. (The Base System instructions must be loaded to use this feature, and DISK MEMORY can be on or off.)

### Overstriking Characters

#### ACTION

#### RESULT

1 TYPE first character.

2 HOLD down  and press .

*If DISK MEMORY is on, Type the overstrike character appears in the message area.*

3 TYPE the overstrike character.

## PAGE END

You can record a page end command at any point in the document to tell the 645S where a page is to end when the document prints, such as, at separate sections of text or at the end of a title page).

Required page end commands may be entered when the document is typed or after recalling a stored document. When a required page end is encountered during a page break format scan, the 645S automatically recalculates the lines per page setting. (See FORMAT SCAN.)

### Entering a page end command

#### ACTION

#### RESULT

- 1 **TYPE** up to the point where the page is to end.

OR



**POSITION** the cursor at the left margin, following the last character to be included on the page.

- 2** HOLD down  and press  to enter the Page End command.

**2** ----- **2** -----  
*appears on the screen.*

## Printing with a page end command

### ACTION

- 1** PRESS . (When printing stops, you may type a page number and press RETURN.)
- 2** INSERT a clean sheet of paper. Position the paper where the printing should start.
- 3** PRESS  to start the next page printing.

### RESULT

*The printer stops, End of page - Insert paper & press PRINT appears when the 645S encounters the page end instruction, and DISK MEMORY turns off.*

*DISK MEMORY turns on and the document continues to print.*

## PAGE END — continued

### Removing the page end symbol

#### ACTION


#### RESULT

- 1** **POSITION** the cursor to the left of the page end symbol, and hold

down  and press .

**OR**

**POSITION** the cursor at the left margin following the row of dashes,

and press  to erase the symbol.

*The page end symbol and the row of dashes are deleted.*

## PHRASES

Frequently used phrases, such as a heading, signature line, or distribution list, can be recalled whenever needed. The settings in the 645S when the phrase is created are not stored with the phrase. That is, when a phrase is recalled into a document, it uses the margins and tabs currently set in the 645S.


Phrases are stored and recalled differently than documents. Phrases are created by first giving a title to the phrase and then typing it.

### Creating and storing a phrase

If the phrase is less than 180 characters, it is not necessary to have **DISK MEMORY** turned on when typing the phrase.

#### ACTION

#### RESULT


- 1 **BE SURE** the Base System disk is loaded and there is a recording disk in the right drive.
- 2 **BE SURE**  is on so the line lengths can be adjusted.

## PHRASES — continued

### ACTION

### RESULT

**Note:** If the phrase is over 180 characters long, DISK MEMORY must be turned on.

- 3** HOLD down , and type a title. The title can be one to eight characters. The first character must be alphabetic (a-z). There can be no spaces in the title.

*The SPECIAL ENTRY light turns on. The title appears in the phrase title area.*


**Note:** It is only necessary to hold down FEATURES while the first letter of the title is typed.



- 4 **PRESS**  to indicate "this title equals."

**Note:** If the 645S beeps once, the title has already been used. Press **STOP**, and repeat steps 3 and 4 using another title.

- 5 **TYPE** the phrase.

- 6 **HOLD** down , and press any alphabetic character or the **SPACEBAR** to save the phrase.

*PLEASE WAIT* appears in the message area. When the phrase has been stored, the **SPECIAL ENTRY** light turns off, the title is removed from the screen, and the 645S beeps once.


**Note:** When a phrase is created with **DISK MEMORY** turned on, storing the phrase does not remove it from the screen. It remains recorded in the document.


## PHRASES — continued

Recalling a stored  
phrase

**ACTION**

**RESULT**

- ❶ **BE SURE** the recording disk is in the right disk drive. **DISK MEMORY** may be on or off.
- ❷ **BE SURE** a document is on the screen. (Recall a document, if necessary.)
- ❸ **TURN** on  so the line lengths can be adjusted.
- ❹ **POSITION** cursor or carrier where phrase is to be inserted or printed.

- 5** **HOLD** down , and type the title of the phrase.

*The title appears in the phrase title area, and the **SPECIAL ENTRY** light turns on.*

**Note:** It is only necessary to hold down **FEATURES** while the first letter of the title is typed.

- 6** **PRESS SPACEBAR.**

*If **DISK MEMORY** is on, the phrase appears on the screen. If **PRINTER** is on, the phrase prints.*

**Note:** Phrases, like documents and settings, can be recalled as many times as needed.




## PHRASES — continued


### Editing a saved phrase

Although a phrase cannot be recalled, edited and saved like a document, the following procedure can be used to edit a phrase without having to retype the entire phrase.


#### ACTION

#### RESULT


- 1 **TURN** on . Be sure an empty document is on the screen.
- 2 **RECALL** the phrase.
- 3 **MAKE** desired changes to the phrase.
- 4 **HOLD** down  and press  to return to the beginning of the document.

- 5** **HOLD** down , and type a new title for the phrase.

*The title appears in the phrase title area, and the SPECIAL ENTRY light turns on.*


- 6** **PRESS**  **to** indicate “this title equals.”

- 7** **POSITION** the cursor to the right of the last character to be included in the phrase.

- 8** **HOLD** down , and press any alphabetic character or the SPACEBAR.

*PLEASE WAIT appears while the 645 saves the phrase.*

- 9** **DELETE** the old phrase from the disk by following the steps for clearing a phrase (see below).

- 10** **PRESS**  twice to clear the edited phrase from the screen.

## PHRASES — continued

### Clearing a phrase

The 645S reserves approximately 4,000 characters on the disk for saving phrases and settings. Saved phrases should be cleared from the disk when they are no longer needed to make room for new phrases. To clear a phrase, **DISK MEMORY** can be on or off.

#### ACTION

❶ **HOLD** down , and type the title of the phrase.

❷ **PRESS** .

❸ **PRESS** .

#### RESULT

*The **SPECIAL ENTRY** light turns on, and the characters appear in the phrase title area as you type them.*

*One beep sounds when the phrase has been located.*

*The **CLEAR** light turns on.  
To clear, press **CLEAR** again appears in the message area.*

**4** PRESS  .

PLEASE WAIT *appears in the message area. The CLEAR light turns off, and one beep sounds when the phrase has been cleared.*

**Note:** You can press STOP to cancel the command, before pressing CLEAR the second time.

---

### **Copying saved phrases to another disk**

All of the phrases and settings that exist on a disk may be copied to another disk. (See COPYING.) Individual phrases or saved settings cannot be copied.

## PHRASES — continued

Creating a saved phrase from existing text

Text that is already typed in a document with DISK MEMORY on can be saved as a stored phrase.

### ACTION

- 1 **POSITION** the cursor to the left of the first character to be included in the phrase.

- 2 **HOLD** down , and type a title for the phrase.

MAR REL


- 3 **PRESS** .


### RESULT

*The title appears in the phrase title area, and the SPECIAL ENTRY light turns on.*



- 4 POSITION** the cursor to the right of the last character to be included in

the phrase. (Or, press  if the end of the text to be stored as a phrase is at the end of the document on the screen.)

- 5 HOLD** down , and press any alphabetic character or the **SPACEBAR** to store the phrase.

*PLEASE WAIT* appears while the phrase is being stored.

## PREPARING A RECORDING DISK

New recording disks (right out of the box) must be prepared with the Options disk before they are used in the 645S.

The PREPARE DISK option is also used to erase an entire disk when the information on the disk is no longer needed.

The 645S cannot prepare a disk if the write-protect notch has tape covering it.

The Base System and Options disks cannot be prepared.

### Preparing a recording disk

#### ACTION

#### RESULT

- 1** **INSERT** the Options disk into the left disk drive.
- 2** **CHECK** to be sure the Option number 1 is highlighted. If not, press one of the **ARROW** keys until it is highlighted.

*PLEASE WAIT appears in the message area, and then the Options List appears on the screen. The option for preparing disks should be highlighted.*

*SELECT OPTION #: and 1 are highlighted.*

**3 PRESS**



Insert disk in right drive & RETURN appears in the message area.

**4 INSERT** a disk into the right disk drive and close the latch.

**Note:** If the disk contains documents, they are erased when the disk is prepared.



**5 PRESS**



PLEASE WAIT appears in the message area while the 645S prepares the disk. The process takes approximately half a minute.

Procedure complete-press STOP appears when the disk is prepared.

## PREPARING A RECORDING DISK — continued

ACTION	RESULT
<b>6</b> PRESS  to return to the Options List.	<i>The Options List appears.</i>
<b>7</b> SELECT another option or press  to remove the Options List from the screen.	



## PRINT

The **PRINT** switch is used to print a document. Printing begins from the position of the cursor. If **PRINT** is pressed at the end of the document, the 645S returns to the beginning of the document and starts printing.

### Printing a document

#### ACTION


#### RESULT

- 1 **BE SURE** the document appears on screen. (Recall document, if necessary.)
- 2 **TURN** on , and  if desired.
- 3 **USE** the **FORMAT SCAN** feature, if desired.

## PRINT — continued

### ACTION

### RESULT

- 4 INSERT paper, and press  to *PRINTER light turns on if it was off, and document prints.*

**Note:** To stop printing, press STOP. If JUSTIFY is on, the 645S finishes printing the current line and then stops at the left margin of the next line. Press PRINT to resume printing.

Printing stops automatically if an AUTO STOP, PAGE END, or auto page break is encountered in the recorded text. DISK MEMORY turns off allowing you to type without recording the information. If page numbers are added at a page break, be sure to return the carrier to the left margin.

## PRINTER

When the light on the **PRINTER** switch is on, the text you type prints on paper. **DISK MEMORY** may be on or off. However, **DISK MEMORY** automatically turns on when you turn the **PRINTER** off, and the text typed appears on the screen.

See the **Reference Cards** for using the 645S as a “regular typewriter” with the printer on.




## PRINTING SELECTED PAGES

Selected pages from any multi-page document may be printed by using the **PRINT** switch. If page numbers or headers/trailers are required, the **PRINT LIST** is used prior to printing.

### Printing consecutive pages using **PRINT**

#### ACTION

#### RESULT

- 1 BE SURE** to scan the document for lines per page in **FORMAT SCAN**.
- 2 GO** to the first page you want to print.
- 3 HOLD** down  and press   
(to advance) or  (to reverse).



- 4** TYPE the number of pages to advance or reverse and press



- 5** INSERT paper.

- 6** PRESS .

*The page prints. DISK MEMORY turns off, the screen goes dark, and the following message appears:*

End of page — Insert paper &  
press PRINT




- 7** REPEAT steps **3** and **4** until the desired pages have been printed.

## PRINTING SELECTED PAGES — continued

Printing selected  
pages using PRINT

### ACTION

### RESULT

- 1 **BE SURE** to scan the document for lines per page in **FORMAT SCAN**.
- 2 **GO** to the first page you want to print.
- 3 **HOLD** down  and press   
(to advance) or  (to reverse).
- 4 **TYPE** the number of pages to advance or reverse and press



**5** INSERT paper.




**6** PRESS .

---

## Printing selected pages using the Print List

### ACTION

### RESULT

**1** HOLD down  and press  or  to go to the first page you want to print.




**2** HOLD down  and press .

*The Print List appears on the screen.*



## PRINTING SELECTED PAGES — continued

### ACTION

### RESULT

- 3** PRESS  or  to select 0 (None) if your header/trailer document contains a page number command. If you want the page automatically numbered, select 1, 2, or 3 if you have a trailer; or select 4, 5, or 6, if you have a header.
- 4** CHANGE the “beginning page number” to the number corresponding to the page you want to print.
- 5** PRESS  to select Header Title/# (if desired) and type the header and/or trailer title or number.

*The highlighting moves down when you press the DOWN arrow key and the number will change as you type it.*

- 6** **CHANGE** the lines per page setting if you do not have 11" paper.
- 7** **INSERT** paper so the top edge is even with the bottom red line on the card guide.
- 8** **PRESS**  .
- 9** **PRESS**  .
- 10** **GO** to the next page you want to print.
- 11** **REPEAT** steps **2** through **10** until required pages have been printed.

*The page prints. DISK MEMORY turns off, the screen goes dark, and the following message appears:*

End of page — Insert paper &  
press PRINT

*The beginning of the next page (the one after the page just printed) appears on the screen.*

## RECALLING A DOCUMENT

A document is recalled to the screen by typing either the title you gave the document or the number the 645S assigns to the document. A document can be recalled and stored as many times as needed.

A document is recalled with the **DISK MEMORY** light on or off because the **DISK MEMORY** light turns on automatically when a document is recalled.

### Recalling a document

#### ACTION

#### RESULT

- 1** PRESS 

*The **SPECIAL ENTRY** light turns on, and Enter doc title (or #) and press **RECALL** appears in the message area.*

- 2** **TYPE** the document number or the title. If you make an error while typ-

*The title appears in the response area as you type it.*

ing the title, use  to correct it.

**Note:** If the document is number **001** on the List Titles, you can recall it by using 1; it is not necessary to type the zeros.

**3** PRESS  again.

PLEASE WAIT *appears; then the document appears.*

**Note:** If Doc not found - press RECALL and try again appears when trying to recall a document, it is because the document title or number was typed incorrectly. The lower case "L" may have been typed instead of the number "1", or the document may not be on the disk. Press RECALL, retype the title or recall List Titles to check the correct title and number.

If STORE is accidentally pressed instead of RECALL, press STOP to cancel the instruction and start over.

---

**Recalling Saved  
Phrases**

See PHRASES.

---

**Recalling Saved  
Settings**

See SETTINGS.

## RECORDING A DOCUMENT

The 645S allows you to create documents in three ways — (1) turning on the 645S and using it as a typewriter, (2) loading the Base System disk and typing a document without a recording disk, and (3) loading the Base System and a recording disk and recording a document with **DISK MEMORY**.

### Recording a document with **DISK MEMORY**

#### ACTION

- ❶ **BE SURE** the Base System disk is loaded in the left disk drive.
- ❷ **INSERT** a prepared recording disk in the right-hand disk drive.
- ❸ **BE SURE** **DISK MEMORY** is on.

#### RESULT

*A settings block ≡ appears.*

*If text appears on the screen when **DISK MEMORY** is turned on, press **STORE** or **CLEAR** twice to clear the screen.*



- 4 **SET** new margins, tabs, and/or line spacing, if desired.
- 5 **TYPE** the document.
- 6 **STORE** the document.

**Note:** When the Base System disk is loaded, but a recording disk is not inserted, a document can be typed. Since there is no recording disk, **DISK MEMORY** cannot be used. All of the features such as centering, bolding, etc. can be used.

When both the Base System and recording disks have been loaded, a document can be typed without turning on **DISK MEMORY**. The text does not appear on the screen, but all of the features can be used.

## RECOVER

The screen message Problem Disk while recording or printing a document indicates a disk may be damaged. However, stored documents on the disk can usually be recovered. The Options disk contains instructions for recovering information from a damaged disk. The Recover feature can only be used on recording disks.

### Recovering a recording disk

#### ACTION

#### RESULT

**1** INSERT a sheet of paper in the printer.

**2** INSERT the Options disk into the left disk drive.

**3** PRESS an ARROW key until 2 is highlighted.

**4** PRESS .

PLEASE WAIT *and then the Options List appear on the screen.*

SELECT OPTION #: *and 2 are highlighted.*

Insert disk in right drive & return *appears in the message area.*

- 5** **INSERT** the problem recording disk into the right disk drive, and press



*PLEASE WAIT appears on the screen while the 645S tries to recover the information on the disk.*

*Check disk in right drive appears if an instruction disk, such as the Base System disk, is inserted when the RECOVER instruction is given.*

*Procedure complete-press STOP appears when the process is complete. If none of the information can be recovered, Recovery not possible appears in the message area.*

**Note:** During the recovery process, the 645S prints a list of all documents which cannot be recovered and also the documents which have lost text. NOT RECOVERABLE prints after the title of any document that cannot be recovered. \*\*\*\*\* prints after the titles of documents which have lost text.

- 6** **PRESS**



- 7** **SELECT** option, or press




## RECOVER — continued




### Retyping lost text after Recover

The 645S shows where the document has lost text by placing \*\*\*\*\* in the area(s) of the document where the text could not be recovered. The \*\*\*\*\* appears on the screen and also prints when a document which has been recovered has lost text. You can find the lost text area(s) and retype the information.

#### ACTION

#### RESULT

- ➊ **LOAD** the Base System disk.
- ➋ **INSERT** the damaged disk in the right disk drive.
- ➌ **RECALL** the document.
- ➍ **USE**  to locate the \*\*\*\*\*.

**5** USE  or hold down  and  
press  to remove the asterisks.

**6** **RETYPE** any lost text.

**7** **REPEAT** steps **4** through **6** for all occurrences of lost text.

## REQUIRED PERIOD

The 645S automatically enters two spaces during printout when it sees a period in the margin zone. A Required Period is used when you do not want the 645S to put in two spaces automatically at the end of a word that falls in the margin zone (e.g., XYZ Company, Inc.) but is not at the end of a sentence.

### ACTION

**1** HOLD down  and type .

### RESULT


 *appears on the screen.*

## REQUIRED SPACE


When **AUTO RETURN** is on and a space falls within the margin zone, the carrier returns automatically. You may not want to separate proper names like Charles M. Grant or a date such as September 8, 1983, between two lines. To ensure that information is kept together on the same line, type required spaces when you type the spaces in the name or date.

### Typing a Required Space

#### ACTION

- 1 **HOLD** down  and press the **SPACEBAR** for each required space in the name or date.

#### RESULT

 *appears on the screen. The words are not separated by a carrier return.*

## REQUIRED SPACED — continued

Adding a Required  
Space to existing  
text

### ACTION

### RESULT

- 1 **POSITION** the cursor to the right or left of the regular space.

- 2 **USING**  or holding down   
ERASE  
FWD

and pressing , remove the regular space between the words.

- 3 **HOLD** down  and press SPACEBAR.

 appears on the screen.

- 4 **PRESS** any ARROW key or



to end the edit.









## REVERSE (RVRSE)

When the Base System Disk is used, RVRSE has the same function as the LEFT arrow key.

When the 645S is used as a standard typewriter, pressing RVRSE will cause the carrier to move back through the sequence of commands given thus far. However, the commands are not erased. To return to the position of the last command, RETURN must be pressed; to return through a portion of the commands, FWD must be held down. The RVRSE function is also used for the following:

To set a new left margin



- |   | ACTION   | RESULT |
|---|--|--------|
| 1 | PRESS  .  |        |
| 2 | HOLD down  and press  .                          |        |
| 3 | HOLD down  and press  to the desired left margin. |        |
| 4 | PRESS  .  |        |

## REVERSE (RVRSE) — continued

To squeeze  
characters:

### ACTION

### RESULT




- 5 PRESS SPACEBAR to position the cursor at the character which is to follow the new character.
- 6 HOLD down  and press . BKSP 1/2
- 7 TYPE the new character.

## RIGHT FLUSH

Text, such as page numbers, titles, Roman numerals, etc., can be flushed right (lined up at the right).

### Right Flush text during input

#### ACTION

- 1 PRESS  or the SPACEBAR to move the cursor to the point where the text should end.
- 2 HOLD down  and press .
- 3 TYPE text to be right flushed.

#### RESULT



The SPECIAL ENTRY light turns on, and **1** appears on the screen. Enter right flush text appears in the message area.

The cursor remains at the point where the text ends. The text moves to the left of the cursor on the screen if the document appears on the screen.

## RIGHT FLUSH — continued

### ACTION

### RESULT




- 4** PRESS  or  .
- 5** REPEAT the right flush command for every line to be right flushed.

**Note:** Press **STOP** to cancel the right flush command at any time before pressing **RETURN**, **TAB**, or **PRINT**.

## Right Flush existing text

A Right Flush command cannot be added to existing text. The text must be erased then retyped using the right flush feature.

### ACTION

- 1** USE  or hold down  and press  to erase the text to be right flushed from the document.

- 2** HOLD down  and press .

- 3** RETYPE the text to be right flushed.

- 4** PRESS any ARROW key.

### RESULT

The **SPECIAL ENTRY** light turns on, **1** appears on the screen, and Enter right flush text: appears in the message area.

The cursor remains at the point where the text ends. The text moves to the left of the cursor on the screen if the document appears on the screen.

Text is rejoined.



## RIGHT FLUSH — continued

Removing the right  
flush instruction  
from text

### ACTION

### RESULT

- 1 **POSITION** the cursor to the left of the right flush symbol.

- 2 **HOLD** down  and press  to remove the symbol.

*The text is no longer right flushed.*

**Note:** The right flush symbol can only be erased with ERASE FWD unless the right flush text is erased first.

## SAVED SETTINGS


Settings that you use frequently, such as the margins and tabs for typing an interoffice memo or letter, etc., can be saved and recalled. Whenever you type another document with the same margins, tabs, and line space settings, recall the settings so you do not have to set them up each time you need to use them.


DISK MEMORY can be on or off when saving and recalling a setting.

### To record a setting

#### ACTION

#### RESULT

- 1 **BE SURE** a recording disk is in the right disk drive.
- 2 **SET UP** the margins, tabs, and line spacing to be saved.
- 3 **HOLD** down  and type a title (1 to 8 characters). The first character must be alphabetic (a-z).


*Settings blocks  appear on the screen if the document appears on the screen.*

*The title appears in the phrase title area.*



## SAVED SETTINGS — continued

### ACTION

### RESULT

- 4** PRESS  to indicate “this title equals.”
- The = appears next to the title.*

**Note:** If the 645S beeps once, the title is already used. Press **STOP**, and type another title.

- 5** HOLD down  and press  **PLEASE WAIT** appears in the message area. When the settings are saved, the title is removed from the screen, and the 645S beeps once.



## Recalling a saved setting

### ACTION

### RESULT

- 1** **HOLD** down  and type the title of the setting.
- 2** **PRESS** the SPACEBAR.



*The title appears in the phrase title area.*

*More than one settings block may appear on the screen if the document appears on the screen.*

**Note:** If saved settings are recalled with the settings scale displayed (after **SETTINGS** switch is pressed), the new margins and tabs appear on the scale.

## SCREEN SETTINGS

The Screen Settings feature allows you to change options that affect the appearance of the screen, the cursor, the beep that sounds in the margin zone, and the way the 645S reformats during revisions.

When you press  + , the list of options appear. The current state of the options is highlighted (in an opposite contrast to the remainder of the screen). The state of the options is changed by moving the highlighting with the **RIGHT** or **LEFT** arrow key. The option to be changed is selected by moving the highlighting with the **DOWN** or **UP** arrow key.

Right margin beep?	YES	NO
Character counter?	YES	NO
Light screen with dark letters?	YES	NO
Blinking cursor?	YES	NO
Reformat after revisions?	YES	NO

**Right margin beep**

When YES is selected, the 645S automatically beeps when the cursor nears the right margin. When NO is selected, the beep does not sound.

**Character counter**

When YES is selected, the character counter appears in the lower right hand side of the screen and shows the position of each character you type when a document appears on the screen. When NO is selected, the character counter is removed from the screen.

**Light screen with dark letters**

When YES is selected, the text on the screen is dark with a light background. When NO is selected, the text on the screen is light with a dark background.

## **SCREEN SETTINGS — continued**

### **Blinking cursor**









When YES is selected, the cursor appears as a blinking vertical line. When NO is selected, the cursor appears as a non-blinking vertical line.

### **Reformat after revisions**

When YES is selected, the 645S automatically reformats as you revise a document so you can see how your document will appear on paper. When NO is selected, the 645S does not reformat as you revise. You may reformat the document after making revisions by using the FORMAT SCAN feature.

## To change screen settings

### ACTION

- 1** PRESS  +  to display the screen settings list.
- 2** PRESS  or  to highlight the desired option.
- 3** PRESS  or  to highlight the desired selection.
- 4** PRESS  + .

### RESULT

*The screen settings list appears on the screen.*

*The screen settings list is removed.*

## **SETTINGS**

The settings recorded in a document control the way the 645S prints the document. The settings are margins, tabs, line spacing, margin zone width, lines per vertical inch, and impression control.

The settings remain in the 645S until changed or another document is recalled with different settings. For this reason, when a new document is created, the 645S remembers the last settings and records the same settings in the new document.


## SET-UP LINE


The settings scale shows where the margins and tabs are set, as well as what printwheel is in the 645S. The settings on the scale can be printed; this is called a set-up line.

### Printing a set-up line

#### ACTION

#### RESULT

- 1** PRESS  to display the settings scale on the screen.

*The settings scale  appears at the bottom of the screen.*

- 2** PRESS  .

*Set-up line prints.*

(	T	T	<u>T</u>	<u>T</u>	/	)	PS	US
---	---	---	----------	----------	---	---	----	----

The symbols on the set-up line are explained below:

- ( = Left Margin Setting
- (T = Temporary Left Margin (if **AUTO INDNT** active)
- ) = Right Margin Setting
- T = Tab Stop
- T = Decimal Tab Stop

- / = Right Margin Warning — a beep tells you the right margin is coming up (This is the Temporary right margin if **AUTO INDNT** is on).
- PS = Printwheel Pitch (could also be 10, 12 or 15)
- US = Printwheel type, could also be MLL (Multilingual), ACT (Accounting), etc.

## SPELLCHECK

Spellcheck is used to check for misspelled words in a document. It contains a 50,000 word general dictionary, and you can also create your own Personal Dictionary of special words, abbreviations, and proper names that may not appear in the general dictionary.

### To scan a document using Spellcheck

#### ACTION

#### RESULT

- 1** **RECALL** the document to be checked.

*The document appears on the screen.*

- 2** **HOLD** down  and press .

*PLEASE WAIT appears briefly and the screen appears as follows:*

#### SPELLCHECK


THE PROXIMITY/MERRIAM-WEBSTER LINGUIBASE  
(C) copyright 1983  
Proximity Technology Inc.  
(C) copyright 1983  
Merriam-Webster Inc.

Enter Pers/Dictionary title &/or RETURN

001/tips



## ACTION

- 3** **PRESS**  to use the 50,000 word general dictionary.
- 4** **SPELLCHECK** stops on a misspelled word.



## RESULT

*PLEASE WAIT* appears briefly and *Spellcheck* begins checking the document.

*The misspelled word appears highlighted on the line.*

*Underneath the highlighted line are correctly spelled words numbered up to 4. These words are the candidates from which you can select the correct spelling.*

## SPELLCHECK — continued

ACTION	RESULT
<b>5</b> <b>SELECT</b> the correct candidate number each time Spellcheck stops at a misspelled word.	<i>When Spellcheck completes checking the document, a beep sounds and the beginning of the document appears on the screen.</i>
<b>6</b> <b>PRESS</b>  to view your corrected document.	<i>All misspelled words have been corrected.</i>
<b>7</b> <b>PRESS</b>  to store the document.	<i>PLEASE WAIT appears, and a beep sounds to indicate the document is stored.</i>

**Note:** If Spellcheck finds a word not in the general dictionary, perform one of the following:

- If the word is misspelled, enter the correct spelling (or candidate number) in the response area and press **RETURN**.
- If you wish to bypass a word, press **RETURN** to continue.
- If the exact spelling of the word does not appear in the list of candidates, and is a valid word, you will want to add it to your Personal Dictionary.
- If you wish to add a word to the Personal Dictionary, hold down **FEATURES** and press **RETURN**.

## To create a Personal Dictionary

\*


### ACTION

### RESULT

- 1** HOLD down  and press .

Select document type # *appears on the screen.*

Select document type # ..... 1 2
1 = Header/Trailer
2 = Personal Dictionary
002/ 10

- 2** PRESS  once to select document type #2 (Personal Dictionary).

## SPELLCHECK — continued

### ACTION

### RESULT

**3** PRESS



.

*The highlighting moves to the number 2.*

*PLEASE WAIT briefly appears on the screen followed by a blank screen.*

**4** TYPE the desired entries.

**5** PRESS



.

*The message Enter title (if desired) and press STORE appears on the screen.*

**6** **TYPE** a title and press  again.

PLEASE WAIT *appears on the screen.*  
*A beep sounds to indicate the dictionary is stored.*

**Note:**

- More than one Personal Dictionary can be stored on a disk; however, only one Personal Dictionary can be used at a time when checking a document.
- The document being checked by Spellcheck and the Personal Dictionary must be on the same disk.
- A Personal Dictionary document may be edited in the same manner as a regular document.

## **STOP**

The **STOP** switch is used to cancel Special Entry features, cancel instructions, and remove messages or lists from the screen.

### **Cancelling special entry features**

Any feature that causes the **SPECIAL ENTRY** light to come on can be cancelled at any time before it is completed by pressing the **STOP** switch (**SPECIAL ENTRY** light turns off). Examples are centering, right flush, decimal tab, saving phrases or settings, setting up a **TABLE**, and storing or recalling a document.

---

### **Cancelling instructions**

**STOP** is used to remove an anchor symbol and rejoin text after inserting or erasing in an existing document.

**STOP** is used to cancel **FIND**, **COPY DOCUMENT**, or **CLEAR DOCUMENT** procedures before pressing the key or switch a second time but not after the procedure has started.

**STOP** is used to cancel a **GO TO END** instruction.

**STOP** is used to stop **STORE** and **RECALL** procedures.

STOP is used to stop printing a document. If JUSTIFY is turned on when STOP is pressed, the current line prints, then stops at the left margin of the next line.

---


### **Removing Messages and Lists**

Some messages that appear on the screen, such as HELP messages, are removed by pressing STOP. Lists, LIST TITLES, FORMAT SCAN, OPTIONS, and SCREEN SETTINGS, as well as the settings scale, are removed from the screen by pressing STOP.

## STORING DOCUMENTS

You may store text that appears on the screen at any time. When **DISK MEMORY** is turned on, the 645S automatically assigns a number to the document being recorded. When you press **STORE**, you have the option of typing a title for that document so you may easily recall it later for editing or printing. Titles of documents may be changed when you store a recalled document.

### Storing a document

ACTION	RESULT
<b>1</b> BE SURE the document appears on the screen.	
<b>2</b> PRESS  .	SPECIAL ENTRY <i>light turns on, and Enter title if desired and press STORE appears in the message area.</i>

**Note:** If the document was previously stored and titled, the existing title appears in the document title area.



**3** **TYPE** a title, if desired.(Use

*The characters appear in the response area.*




to correct any errors.)

**Note:** Titles may be 1 to 10 characters long. Spaces may not be used, but the title may contain required spaces, hyphens, slashes, or numerals. If only numerals are used, the title must be at least four digits long.

If you do not want to title the document or if the document was previously titled, press **STORE** twice without typing a title. Press **STOP** before typing a title to cancel the **STORE** command.

**4** **PRESS**  again.

*The SPECIAL ENTRY light turns off. PLEASE WAIT appears while the document is being stored.*

*A settings block  appears on the screen, indicating the beginning of a new document.*



*If a double beep sounds, there is already a document stored on the disk with the same title. Enter a different title; then press **STORE**.*


## TABLE

The **TABLE** switch is used to tell the 645S to calculate the column positions automatically. You simply tell the 645S how wide each column is and what kind of tab the column needs. The 645S then spaces the tabs for the columns evenly between the margins currently set.

Margins cannot be set while **TABLE** is on. Therefore, set the desired margins before turning on **TABLE**. Additionally, when **TABLE** is turned on, all tabs currently set in the 645S are cleared.

### Setting up a table

	ACTION	RESULT
1	BE SURE  is on, if the table is to be recorded. If <b>DISK MEMORY</b>	
	is turned on,  can be on or off.	
2	CHANGE margins, if desired.	

- 3 PRESS  to turn on the feature.

*The SPECIAL ENTRY and TABLE lights turn on, and the following appears on the screen:*


Set-up table

- 4 IF COLUMN contains text, press



OR

IF COLUMN contains information to be aligned at the right side of the

column, press .

*A settings block ≡ appears in the response area.*



## TABLE — continued



### ACTION

### RESULT

- 5** **TYPE** the longest entry in the first column.

*The entry appears in the response area.*

**Note:** When the cursor reaches the end of the response area, the text and symbols scroll to the left so you can see the text as it is typed.

If an entry typed at a decimal tab requires a period that should not align at the tab, type a required period (press  + ).

If you want to cancel the table set-up and start over, press **STOP**.

- 6** **REPEAT** for all columns.


**Note:** The maximum number of columns that the **TABLE** feature can automatically space is 38. If more columns are desired, they must be set up manually.

**7**

**PRESS**



after the last column entry is typed.

*The SPECIAL ENTRY and AUTO RETURN lights turn off, the TABLE light remains on, the message and response areas are removed, and a settings block  appears on the screen if the document is on the screen.*

---

## **Saving the table set-up**

A table set-up is stored and recalled, eliminating the need to repeat the set-up steps each time a table requiring the same number of columns and columns widths is typed.

When a set-up is recalled into a document with different margins, the 645S automatically calculates the new locations for the tabs so they fit between the margins.

Save the table set-up in the same way you save other settings. See **SETTINGS**.

To change a table set-up, see the **APPLICATIONS** section.

## TABLE — continued

Indenting a table  
from the left and  
right margins

### ACTION

### RESULT

**1** TURN on .

TABLE *light turns on.*

**2** PRESS the SPACEBAR once to tell the 645S that the table is to be indented.

**3** CONTINUE with Previous Step **4**  
— “Setting Up a Table.”

## Typing a table

### ACTION

### RESULT


- 1 IF the first column contains text information and is set with a SET TAB, type the column at the left margin.

OR

IF the first column is a decimal tab

column, press , and type the entry.

**Note:** When a table is indented, the TAB key must be used to move to the first column regardless of the type of tab set.

- 2 PRESS  to move to the next column position.

*The tab symbol → appears if the document is on the screen. The carrier moves if PRINTER is on.*

## TABLE — continued

### ACTION

### RESULT


- 3 **CONTINUE** to type the column entries. (Use **ERASE** if you make

an error.) Press



or



- 4 **PRESS**  to turn off the table feature. (Be sure the cursor is at the left margin.)

*The **TABLE** light turns off, and all the tabs are cleared. The **AUTO RETURN** light turns on.*

**Note:** Do not turn off **TABLE** until all table entries are typed. Errors may be corrected after **TABLE** is turned off by positioning the cursor at the error, erasing and replacing the incorrect character.



## Centering headings over individual columns

When the table feature is on, headings are centered over each column width.

### ACTION

**1** BE SURE the  light is on.

**2** HOLD down  and press .

### RESULT

*If the document is on the screen, 4 appears on the screen, and Enter text to be centered appears in the message area.*

*If PRINTER is on, the carrier moves to the center of the column, and a blank response area appears.*

**Note:** If the table is indented or the first column is a decimal tab column, press TAB before entering the center command.

If you are adding centered headings to a table that has already been typed, position the cursor to the right of the table settings block and TAB, if necessary, before entering the center command.

## TABLE —continued

### ACTION

### RESULT

- 3** TYPE the heading.

*If the document is on the screen, the entry appears on the screen. If PRINTER is on, the entry appears in the response area.*

**Note:** If you want to underline the heading and the heading is longer than the width of the column, turn on UNDLN before typing the heading.

- 4** PRESS



or



.

*If the document is on the screen, a tab symbol → appears on the screen, or the cursor returns to the left margin.*

*If PRINTER is on, the entry prints, and the carrier moves to the next column position or to the left margin.*

**Note:** The center command must be entered for each heading. Press **STOP** to cancel the center command before pressing **TAB** or **RETURN**.

Each center command centers text above each column width when the table feature is on. If a heading is to be centered over an entire table, center the heading before turning on **TABLE**.

If you are adding headings to an existing table, press an **ARROW** key or **STOP** to end the edit.

---

**Centering headings  
over more than one  
column**

See **APPLICATIONS** section.




## TABLE — continued

### Underlining a column entry

When TABLE is on, WORD UNDLN may be used to underline the width of the column.


#### ACTION

#### RESULT

- 1 BE SURE the  light is on.
- 2 TYPE the column entry, or position the cursor to the right of the last character of an existing entry.
- 3 PRESS  +  to underline the column.

*If the document is on the screen, the column is underlined, and a ? appears on the screen.*

*If PRINTER is on, the entry and the underline print.*

**Note:** If you want a double underline under a column, press **WORD UNDLN** twice after typing the entry. If the document is on the screen, one underline and two  symbols appear on the screen. If **PRINTER** is on, the paper moves up and prints the second underline when the **WORD UNDLN** is pressed a second time.

If you want only the entry to be underlined and not the entry or the width of the column, turn on **UNDLN** before typing the entry.

---

### **Recalling a Table Set-up**

See **RECALLING A STORED SETTING**.

## TABLE —continued

To clear table  
settings block

### ACTION

### RESULT

- ➊ **POSITION** the cursor to the left of the beginning **TABLE** settings block.

- ➋ **PRESS**  .

*A mark symbol ▲ appears on the screen.*

- ➌ **POSITION** the cursor to the right of the end **TABLE** settings block.

- ➍ **PRESS**  .

*A mark symbol ▲ appears on the screen.*

- ➎ **PRESS**  .

*The **CLEAR** light turns on, and to clear, press **CLEAR** again appears in the message area.*

**6** PRESS  again.

PLEASE WAIT *appears in the message area. The CLEAR light turns off, the message is removed, and a beep sounds when the table has been cleared.*

**Note:** A TABLE settings block can only be erased with the block clear feature.

---









**Editing a table**

See APPLICATIONS section.

## TABS


The SET TAB switch is used to set tabs. You may set up to 38 tabs. In addition, the 645S automatically sets tabs at the left and right margins. (Also see DECIMAL TAB.)

### Setting individual tabs


	ACTION	RESULT
1	PRESS  to bring the settings scale to the screen.	The settings scale  appears at the bottom of the screen.
2	PRESS  or  to move to the desired tab location.	Settings cursor ▲ moves on the scale.
3	PRESS  or  to set the tab.	A beep sounds, and a tab set symbol  or decimal tab symbol  appears on the settings scale.

**Note:** Margins can also be set at this point.



- 4 AFTER** all tabs are set, press  to remove the scale from the screen.

*The settings scale is removed from the screen.*


*If the document appears, settings blocks  appear on the screen.*

---

## Setting a tab grid

A five-space tab grid can be set automatically. When a tab grid is set, all tabs that are currently set in the 645S are automatically cleared.

### ACTION

- 1 PRESS**  to display the settings scale on the screen.
- 2 BE SURE** the settings cursor is at the current left margin. (Press RETURN if necessary.)


### RESULT

*The settings scale  appears at the bottom of the screen.*

## TABS — continued

### ACTION

3 PRESS  switch.

4 PRESS  to remove the scale from the screen.

### RESULT






*A beep sounds, and tab set symbols T appear at every fifth position on the settings scale. Any tabs previously set are cleared.*

*If the document is on the screen, settings blocks ≡ appear on the screen.*






## Clearing individual tabs


### ACTION

- 1 PRESS  to display the settings scale on the screen.
- 2 PRESS  or  to move the settings cursor to the tab location.
- 3 PRESS  to clear the tab setting.
- 4 CONTINUE clearing tabs as desired.
- 5 PRESS  to remove the scale from the screen.

### RESULT

The settings scale  appears at the bottom of the screen.

A beep sounds, and the tab set symbol  or  is removed from the settings scale.




If the document is on the screen, settings blocks  appear on the screen.

## TABS — continued

Clearing all tabs at one time


### ACTION

### RESULT

- 1 PRESS  to display the settings scale on the screen.
- 2 BE SURE the cursor is at the left margin. (Press RETURN if necessary.)
- 3 PRESS  switch one time.
- 4 PRESS  to remove the scale from the screen.

*The settings scale  appears at the bottom of the screen.*

*All tab set symbols T or T are removed from the settings scale.*

*If the document is on the screen, settings blocks  appear on the screen.*

Setting Decimal  
Tabs

See DECIMAL TAB.

## **TYPING A DOCUMENT**

When the 645S is turned on, but the Base System Disk is not loaded, you can still type documents. Features such as centering, bolding, underlining, etc., cannot be used, nor can the document be reprinted or stored.



Refer to the Reference Cards.

## UNDERLINING

You can automatically underline one or as many words as desired.

### Underlining one word

#### ACTION

- 1 TYPE the word(s).
- 2 HOLD down  and press .

#### RESULT

*The word is underlined. If the document is on the screen, the word is underlined on the screen. The word(s) print underlined if PRINTER is on.*

### Underlining a series of words

#### ACTION

- 1 HOLD down  and press  to turn on underlining.

#### RESULT

*UNDLN light turns on.*

- 2** TYPE the text to be underlined.

*If the document is on the screen, the words appear underlined on the screen. The words print underlined if PRINTER is on.*

- 3** HOLD down  and press  to turn off underlining.

*UNDLN light turns off.*

---

## Adding underlining to an existing word

### ACTION

- 1** POSITION the cursor to the right of the last character of the word to be underlined.

- 2** HOLD down  and press .

### RESULT

*The word appears underlined on the screen.*

## UNDERLINING — continued

Adding underlining  
to an existing series  
of words

### ACTION

- 1 **POSITION** the cursor to the left of the first word of the series of words to be underlined.

- 2 **HOLD** down  and press  to turn on underlining.

- 3 **POSITION** the cursor to the right of the last character of the series of words.

### RESULT

*UNDLN light turns on. The text to the right of the cursor drops down a line, and an anchor symbol  $\perp$  appears to show where the text will be rejoined.*

*The text line is rejoined, the anchor symbol  $\perp$  is removed, and the text following the cursor is underlined.*



**4** **HOLD** down  and press  to turn off underlining.

*UNDLN light turns off. The text to the right of the cursor drops down a line, and an anchor symbol  $\perp$  appears.*

**5** **PRESS** an  or  to end the edit.


*The text line is rejoined, and the underlining is removed from the remainder of the text.*

## UNDERLINING — continued

### Removing underlining from text

#### ACTION

#### RESULT


- 1 USE  to position the cursor to the left of the first underlined character.

UNDLN *turns on.*

**Note:** If the cursor is positioned with the cursor keys to the left of the first underlined character, but the UNDNLN light is not on, move the cursor forward until the light comes on; then move the cursor back to the beginning of the word.

- 2 HOLD down  and press  to remove the underlining.

UNDLN *turns off. The text to the right of the cursor drops down a line, and an anchor symbol ⊥ appears.*

- 3 PRESS  to end the edit.

*The text line is rejoined, and the underlining is removed.*

---

**Underlining  
headings or columns**

See TABLE.

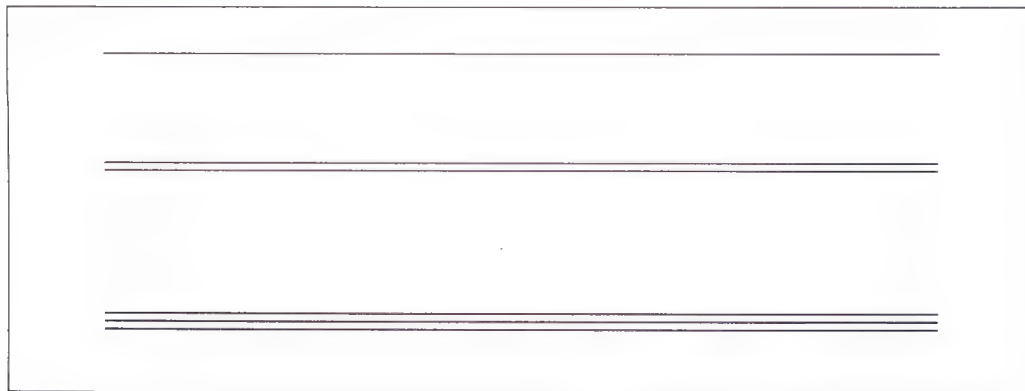
## APPLICATIONS

Look at the examples shown in this section to find applications that can be used in your office. Each example has instructions on how to create them.

Drawing Lines .....	134
Hanging Indented Paragraphs .....	136
Justified Text with Flush Left Headings .....	137
Proportional Spacing .....	138
Special Characters .....	139
Centering Headings Over More Than One Column .....	139
Editing a Typed Table .....	141
Changing the Screen Messages .....	143







## DRAWING LINES

You can draw lines in your document by turning on the **UNDLN** feature and entering required spaces. You may want to turn on the **PRINTER** to be sure of the carrier positioning. Be sure **DISK MEMORY** is on if you want the lines to be recorded.





## DRAWING LINES — continued


To create a single line:

- 1 **POSITION** the cursor or carrier at the point where the line is to begin.
- 2 **TURN ON** the underline feature by holding down  and pressing .
- 3 **HOLD** down  and press the **SPACEBAR** to move the cursor or carrier to the position where you want the line to stop. (Check the character counter if the **PRINTER** is turned off.)
- 4 **HOLD** down  and press  to turn off the underline feature.
- 5 **PRESS**  to end the line.

To create a double or triple underline:

- 1 **POSITION** the cursor or carrier at the point where the underline is to begin.

**2** TURN ON the underline feature by holding down  and press .

**3** HOLD down  and press the SPACEBAR to move the cursor or carrier to the position where you want the line to stop.

**4** PRESS  to end the line.

**5** PRESS  three times.

**6** HOLD down  and press the SPACEBAR to move the cursor or carrier to the ending position of the line.

**7** PRESS  to end the line.





**8** REPEAT if another line is desired.

**9** HOLD down  and press  to turn off the underline feature.





## HANGING INDENTED PARAGRAPHS

To hang an indented paragraph, you must set an auto indent on the first line of the paragraph so the remaining lines indent. **BKSP**  $\frac{1}{2}$  is used to reposition the cursor or carrier to the left margin for the first line. **BKSP**  $\frac{1}{2}$  moves in  $\frac{1}{2}$  character increments for 10, 12, and 15-pitch printwheels; it moves in  $\frac{1}{60}$  of an inch increments (approximately  $\frac{1}{5}$  of a character) for proportional space printwheels.

Bavelas, A. "Communication Patterns in Task Oriented Groups,"  
Journal of Accoustical Society of America, 22, No. 3  
(1950), 725-733.

- 1 SET a tab for the indent level.
- 2 BE SURE  is on.
- 3 PRESS  to move to the indent level.
- 4 PRESS   .



- 5** PRESS  +  to move back to the left margin. (Check the character counter for the correct positioning if necessary.)
- 6** TYPE the paragraph, letting the 645S return the carrier. The second and remaining lines of the paragraph are indented.
- 7** PRESS  +  to end the indent level.

## JUSTIFIED TEXT WITH FLUSH LEFT HEADING

PRINCIPLES  
OF  
DESIGN

The units are designed to accomplish virtually all typing needs, including simple record and playback, automatically typed letters with the same text to different addresses, as well as the work that required extensive revision.

In this example, the heading lines are typed first because they are shorter than the paragraph. Your application may require that you type the paragraph first if it is shorter to eliminate the need for so many reverse indexes.



**1 SET** the left margin to the left of the heading, set a tab for the left side of the paragraph, and set the right margin.


**2 TURN ON** .

**3 TYPE** the word **PRINCIPLES**, and press .

**4 TYPE** the word **OF**, and press .

**5** TYPE the word **DESIGN**, and press .

**6** PRESS   twelve times to return the carrier or cursor to the first line of the heading.



**7** PRESS  to move to the position for the paragraph.


**8** PRESS   to set the indent level.

**9** TYPE the paragraph.

**10** HOLD down  and press  to end the indent level.

## PROPORTIONAL SPACING


























Characters in PS (proportional spacing) take up varying amounts of space, producing text which closely resembles typesetting. The space needed for each character is calculated automatically. When  or  is pressed, the carrier or cursor moves back to align correctly.

Do not use spaces to indent or to align columns in PS. Instead, always set a tab and use  to advance the carrier or cursor. When using **BKSP**  $\frac{1}{2}$  with a PS printwheel, the carrier or cursor backs up  $\frac{1}{60}$ th of an inch (which is approximately  $\frac{1}{5}$  of a character).

A	7	a	5	1	5	!	3
B	6	b	5	2	5	@	8
C	7	c	5	3	5	#	6
D	7	d	5	4	5	\$	5
E	6	e	5	5	5	%	8
F	6	f	4	6	5	&	7
G	7	g	5	7	5	*	5
H	7	h	5	8	5	(	3
I	3	i	3	9	5	)	3
J	5	j	3	0	5	$\mu$	5
K	7	k	4	.	3	$\pm$	5
L	6	l	3	,	3	2	5
M	8	m	8	:	3	3	5
N	7	n	5	;	2	$\P$	8
O	7	o	5	?	5	$\frac{1}{4}$	6
P	6	p	5	—	5	$\frac{1}{2}$	6
Q	7	q	5	-	4	$\circ$	5
R	7	r	4	=	5	$\pounds$	5
S	5	s	4	+	5	$\S$	5
T	6	t	5	/	4	space	3
U	7	u	5	<	5		
V	6	v	5	>	5		
W	8	w	7	[	3		
X	7	x	5	]	3		
Y	7	y	5				
Z	6	z	5				

## SPECIAL CHARACTERS

Ten special characters are provided on the 645S keyboard. The chart below provides instructions on how to access each of these characters.

To create:		Use these keys:	
$\pm$	(plus/minus)		+ 
$^{\circ}$	(degree)		+  + 
$\S$	(section)		+ 
$\P$	(paragraph)		+  + 
$2$	(exponent 2)		+ 
$3$	(exponent 3)		+  + 
$>$	(greater than)		+ 
$<$	(less than)		+  + 
$\text{®}$	(registered trademark)		+ 
$\mu$	(mu)		+  + 

## CENTERING HEADINGS OVER MORE THAN ONE COLUMN

When typing statistical tables, you may need to center headings over more than one column as in the example below.



To determine where the tabs should be set between the columns, the table must first be set up and typed. The **PRINTER** may be on or off when the table is typed.

	January 1980		January 1981	
	Annual	Budget	Annual	Budget
Lumber Division	\$1,486.00	\$2,500.00	\$4,833.00	\$5,000.00
Plywood Division	285.00	305.00	1,000.00	400.00
Cement Division	7,000.00	6,000.00	900.00	760.00

**1 BE SURE**  is on. If you are using a PS printwheel, turn on .

**2 CHANGE** margins if necessary.



## CENTERING HEADINGS OVER MORE THAN ONE COLUMN — continued

- 3** IF the table is typed in the middle of a document, skip this step. Hold down  and press SPACEBAR; then press .

**Note:** The required space and return tell the 645S not to consolidate the settings block at the beginning of the document with the table settings block that will be recorded later.


- 4** SET UP and type the table.

**Note:** Be sure the cursor is at the left margin and all table entries have been typed before turning off TABLE. Center headings over individual columns, if any, as you type the table.

- 5** HOLD down  and press , or position the cursor with the ARROW key to the left of the table settings block.
- 6** PRESS the SPACEBAR until the cursor is in the center of the first set of columns.
- 7** MAKE a note of the character position. (Check the character counter.)




**8 REPEAT** steps **6** and **7** as necessary.


**9 WHEN** the last position has been noted, use  to erase the spaces just recorded. (Be sure to erase back to the left margin.)


**10 PRESS** .

**11 SET** tabs at the positions noted for the headings.

**12 PRESS**  again to record the settings, and remove the settings scale from the screen.

**13 PRESS** , and center each heading as needed.

**14 PRESS**  after typing the last heading.

**15 PRESS** an ARROW key or  to end the edit.


## EDITING A TYPED TABLE

The 645S allows you to change table set-up information to indent a table, add a column, or delete a column without retyping the entire table.

### Changing the set-up:

**1 POSITION** the cursor to the right of the existing table settings block.


**2 TURN off**  .

**3 TURN on**  .

**4 ENTER** the new table set-up information.

**Note:** If the table is to be indented, press the **SPACEBAR** once. Press **SET TAB** or **SET DEC. TAB**, and type the longest entry in each column as needed.

**5 PRESS**  to complete the set-up.

**6 PRESS** an **ARROW** key or  to end the edit.


**7 EDIT** the table entries as needed.

If you told the 645S to indent the table on the new set-up information and the first column of the existing text is a “regular” tab column, you must add a tab on each line of text.

### **Indenting the table:**

**1 POSITION** the cursor to the left of the first column entry.

**2 PRESS** .

**3 PRESS** an **ARROW** key or  to end the edit.

**4 REPEAT** for each line of the table to be indented.



## EDITING A TYPED TABLE — continued

If you added a column in the new set-up information, the text of the table reformats to the new settings calculated. Each line of the new column must be inserted separately.

### Adding a column of information:

- 1 POSITION** the cursor where new column information will be entered.

**Note:** If the new column is the first column of the table, position the cursor at the left margin. If the column will be added in the middle or end of the line, position the cursor to the right of the last character in the preceding column.

- 2 PRESS** , and type the new column entry. (If the entry is typed at the left margin, type the entry; then press TAB.)
- 3 PRESS** an **ARROW** key or  to end the edit.
- 4 REPEAT** as needed for each line of the table.

---

**Deleting a column  
of information:**

If a column of information in an existing table is to be deleted, erase the entry (and any tab preceding the entry) on each line of the table before changing the table set-up. When the new table set-up is completed, the text reformats to the new settings calculated.

## CHANGING THE SCREEN MESSAGES

The 645S allows you to change the messages that appear in the message area of the screen. For example, you may want to replace the text of a specific message or translate the text to a different language.

The screen messages are included in the instructions on the Base System and Forms disks. The original messages are not erased from the disk when the new messages are recorded. Once recorded, the changes will remain in effect until you change them again or until you bring back the original messages.

**To change screen messages:**

**1** INSERT the Base System disk in the left disk drive (remove the write protect tape.)

**2** HOLD down  and  while you press .

**3** TYPE the replacement text. (Use ERASE if you make an error.)


**Note:** Press **RETURN** to continue to the next message in the list if you do not wish to replace the text in any message.

The replacement text may contain up to 40 characters. Required spaces, hyphens, slashes, or numbers may be used. Special features such as **BOLD**, **UNDLN**, or **CENTER** may not be used.

The 645S beeps twice when the end of the response area is reached.

**4 PRESS**  to continue.

**5 REPEAT** steps **3** and **4** as necessary.

**6 PRESS**  to record the changes after the last message of the list appears on the screen.

**Note:** To cancel the Screen Messages feature before recording the changes, press **STOP**.

## CHANGING THE SCREEN MESSAGES — continued

To return to original messages:

**1** INSERT the Base System disk containing the changed screen messages. (Remove the write protect tape.)

**2** HOLD down  and  while you press .

**3** PRESS .



(This page intentionally left blank.)

## PROBLEM SOLVING

This section tells you what to do when the 645S does not do what you expect.

Auto Indent .....	145
Auto Return .....	146
Centering .....	146
Find .....	147
Find/Replace .....	148
Hyphen .....	148
Justify .....	149
Margins/Tabs .....	150
Print/Printing .....	151
Print Quality .....	152
Ribbon/Correction Tape .....	153
Right Flush .....	153
Spellcheck .....	154
Stored Phrases .....	155
Store/Recall .....	156
Table .....	156

## AUTO INDNT

### PROBLEM

Cannot activate AUTO INDNT.

Cannot automatically indent both margins.

AUTO INDNT prints at left margin.

Cannot add an AUTO INDNT.

### REASON/ACTION

**Reason:** AUTO INDNT will not function at or outside the right margin.

**Action:** (1) Reset right margin, and (2) press FEATURES + HELP.

**Reason:** The margins are too close together for typing.

**Action:** (1) Cancel indent command (FEATURES + RETURN), and (2) reset margins.

**Reason:** PRINT is pressed in the middle of indented text, and the first line has already passed the Auto Indnt symbol.

**Action:** (1) Reposition cursor to activate AUTO INDNT, (2) move the cursor to the left of the Auto Indnt symbol, and (3) press PRINT.

**Reason:** Too close to right margin.

**Action:** (1) Press RETURN to place carrier at left margin, (2) press TAB to move to location where AUTO INDNT is to be added, and (3) press AUTO INDNT.

## AUTO RETURN

### PROBLEM

AUTO RETURN returns too soon.

### REASON/ACTION

**Reason:** A space typed in the margin zone returns the carrier automatically.

**Action:** (1) Change the margin zone width to a shorter setting, (2) reset right margin wider, and (3) use a Required Space (FEATURES + SPACEBAR) between words that should not be separated.

## CENTERING

### PROBLEM

Words are not centered between the margins.

Cannot edit the words after a **CENTER** command.

Cannot insert a **CENTER** command into the text.

### REASON/ACTION

**Reason:** The cursor is not at the left margin when the centering command is given.

**Action:** The centering command must follow a **RETURN**.

**Reason:** **PRINTER** must be off.

**Action:** Turn off **PRINTER**.

**Reason:** The **CENTER** command and words must be entered together.

**Action:** (1) Delete text to be centered, (2) enter **CENTER** command, and (3) retype text. Be sure the centering command follows a return.

## FIND

### PROBLEM

NOT FOUND appears in the message area when trying to find text.

### REASON/ACTION

**Reason:** Cursor was positioned after the text to be found when **FIND** was pressed.

**Action:** Repeat the **FIND** command.

**Reason:** Text is misspelled in the document but is spelled correctly in the **FIND** command or vice versa.

**Action:** Use the **FIND** command, spelling the text exactly as it appears in the document.

**Reason:** Text is lower cased in document but is entered upper case in **FIND** instruction or vice versa.

**Action:** Use the **FIND** command, spelling the text exactly as it appears in the document.

**Reason:** Numerical information typed using lower case "L."

**Action:** Use the number "1" instead of the lower case "L," or vice versa.

Trying to find underscored text (FEATURES + 7),  
and the 645S beeps.

**Reason:** The text entered for the FIND command is not in the document.

**Action:** Repeat the FIND command using upper and lower case characters exactly as the text was entered in the document.

**Reason:** Underlining and bolding are not recognized by the FIND feature.

**Action:** Enter text without FEATURES + 7, and press FIND.

## **FIND/RPLCE**

### **PROBLEM**

The text identified for RPLCE is inserted in incorrect places.

### **REASON/ACTION**

**Reason:** The text for find did not accurately define the characters to be replaced (i.e., FIND “the” RPLCE with “THE” command will also change “these”, “theory”, “them”, etc.).

**Action:** Accurately limit text entered for FIND with space, comma, or other restriction.



## HYPHEN

### PROBLEM

645S beeps after hyphen is entered.

Cannot move the cursor forward.

System stops at a tab; **FORMAT SCAN** light remains on.

### REASON/ACTION

**Reason:** **SHIFT** key is in locked position.

**Action:** Press either **SHIFT** key to unlock **SHIFT**.

**Reason:** When **JUSTIFY** is on, you can only move in the reverse direction.

**Reason:** More tabs were recorded than were entered in the settings block, text was tabbed too many times, or not enough tabs were set in the 645S.

**Action:** (1) Press **STOP**, (2) **ERASE** extra tabs from text, and (3) press **HYPHEN** to continue; or set additional tabs if necessary.

# JUSTIFY

## PROBLEM

Too much white space in a justified line.

Lines not justified.

Changed margins, but line endings do not change with new margins.

Document prints with margins and indentations in wrong locations.

## REASON/ACTION

**Reason:** Use **FORMAT SCAN**. If still too much white space,

**Action:** Change the Margin Zone to a smaller number.

**Reason:** Cannot **JUSTIFY** with **BKSP ½** or lines ending with a required return.

**Action:** Erase **BKSP ½**, or replace the required return with a space.

**Reason:** Line endings printed the same after changing margins.

**Action:** Turn on **AUTO RETURN** and **JUSTIFY** to print the document with the new margins.

**Reason:** Required returns will force the carrier to return at a specific location.

**Action:** (1) Erase required returns from the document, and (2) replace them with spaces.

**Reason:** Margins and tabs may be set incorrectly.

**Action:** Press **SETTINGS** to be sure that margins and tabs are set in the correct locations.

Printing document from disk; old text prints as well as new document.

**Reason:** If printing is stopped and document is edited before printing is resumed, the carrier may not align properly.

**Action:** (1) Use **FIND** or **FWD** to return to the beginning of the page that printed incorrectly, and (2) reprint the page.

**Reason:** Document is not cleared of old text before new text is entered.

**Action:** (1) Erase old text before storing new text, (2) clear screen of previous document, (3) press **CLEAR** twice while the document is on the screen before typing new text.

**Action:** To clear part of a document, use **ERASE**, **ERASE** + **FWD**, or the **MARK** features to erase large portions of text.

## MARGINS/TABS

### PROBLEM

Carrier does not return to left margin.

### REASON/ACTION

**Reason:** AUTO INDNT temporarily changes the left margin.

**Action:** If the AUTO INDNT symbol appears on the screen, then press FEATURES + RETURN to end the auto indent command.

**Reason:** If printing is stopped, the carrier may have misaligned.

**Action:** Use FIND or FWD to return to the position to resume printing.

645S beeps twice when trying to use MAR REL.

**Reason:** If a document is on the screen, cursor is not at the left margin. If printer is on, carrier is not at left margin.

**Action:** Press RETURN.

Cannot set a left margin.

**Reason:** Trying to set the left margin too close to the right margin.

**Action:** Reset the right margin; then set the left margin.

Cannot set right margin.

**Reason:** Cannot set margins when **TABLE** is turned on.

**Action:** (1) Be sure **TABLE** is turned off, (2) set margins, and (3) turn **TABLE** on.

**Reason:** Trying to set the right margin too close to the left margin.

**Action:** Reset the left margin; then set the right margin.

**Reason:** If **AUTO RETURN** and **PRINTER** are on, you cannot set new right margin if you space too close to the old right margin. The 645S will automatically return the carrier when it nears the right margin.

**Action:** Be sure **AUTO RETURN** is turned off.

**Reason:** Cannot set margins when **TABLE** is on.

**Action:** (1) Be sure **TABLE** is off, (2) set margin, and (3) turn **TABLE** on.

Cannot set tab grid.

**Reason:** Carrier or cursor is not at left margin; it may be at temporary margin (as in **AUTO INDNT**).

**Action:** (1) Press **STOP**, then (2) press **FEATURES** + **RETURN**, and (3) try again.

## MARGINS, TABS — continued

### PROBLEM

Cannot set Decimal Tab.

### REASON/ACTION

**Reason:** Carrier is at the left margin. Carrier cannot be at left margin to set a decimal tab, except with **TABLE** turned on.

**Action:** (1) Move left margin back five spaces, (2) space to location for first tab, and (3) press **DEC. TAB**; or, turn on **TABLE**.

## PRINT/PRINTING

### PROBLEM

Press PRINT switch; nothing prints.

Printing does not start at beginning of document

### REASON/ACTION

**Reason:** DISK MEMORY was not on when the document was typed.

**Action:** Retype document.

**Reason:** Document has not been recalled to the screen.

**Action:** Recall document.

**Reason:** List Titles appears on the screen, or interrupted by pressing STOP. Printing begins at the position of the cursor.

**Action:** (1) Press FEATURES + GO TO START, and (2) press PRINT again.

## PRINT QUALITY

### PROBLEM

Characters print too close or too far apart.

Characters printed are missing.

Paper skews.

Spot or marks on paper.

### REASON/ACTION

**Reason:** Reflective strips on the back of the printwheel may be dirty.

**Action:** Remove printwheel, and gently wipe with a dry tissue.

**Reason:** Ribbon cartridge and correction tape may not be correctly installed and not advancing properly.

**Action:** (1) Reinstall or replace if needed, (2) check printwheel for damage, broken or missing characters, and (3) replace, if needed.

**Reason:** Platen and/or rollers may be dirty.

**Action:** (1) Remove platen, (2) clean the rollers and the platen, (3) replace platen, and (4) reinsert paper.

**Reason:** Platen, card guide, and/or paper bail rollers may be dirty.

**Action:** (1) Check impression control, (2) reset to normal, if necessary, and (3) clean platen, card guide, and paper bail rollers.



Carbon set skews.

**Reason:** Paper bail rollers may be unevenly spaced.

**Action:** Square all sheets and carbons in the set after it is in the typewriter.

**Reason:** Too many pages inserted.

**Action:** No more than 6 sheets and 5 carbons may be used at one time.

Print is light on a single sheet of paper.

**Reason:** Impression control may be set too low.

**Action:** Set impression control for normal except when the Bold Face and Orator printwheels are used. For these, the impression control should be set for the highest pressure.

**Reason:** Ribbon cartridge may be loose or broken.

**Action:** Be sure ribbon cartridge is latched. Check ribbon cartridge, and replace, if necessary.

Printwheel moves, but nothing prints. Some typed characters do not match keyboard.

**Reason:** Printwheel may be installed incorrectly or may be different type of printwheel, (i.e., typed using legal printwheel and printed with standard printwheel).

**Action:** (1) Remove and reinstall printwheel, and/or (2) try another printwheel.

## **RIBBON/CORRECTION TAPE**

### **PROBLEM**

Ribbon is snagged or broken.

ERASE does not erase completely.

### **REASON/ACTION**

**Reason:** Card guide may not be installed properly.

**Action:** (1) Check card guide to be sure it is installed properly, and (2) replace ribbon cartridge.

**Reason:** Ribbon and correction tape may not be matched correctly.

**Action:** (1) Check for unmatched ribbon and correction tape (i.e., the color of the ribbon knob should match the color of the correction tape spool), (2) use lift-off tape with single strike ribbon, (3) cover-up tape with multistrike ribbon, etc. and (4) replace if needed.

## RIGHT FLUSH

### PROBLEM

Right flushed text does not print at correct position.

### REASON/ACTION

**Reason:** Number of tabs entered before **RIGHT FLUSH** command may not be correct.

**Action:** (1) Location and number of tab settings may not be correct, (2) check the text area to be sure the correct number of tabs are entered before the **RIGHT FLUSH** command, (3) cursor through text to the last tab location, (4) look at the character counter, (5) press **SETTINGS**, (6) enter additional tab(s) if necessary.

**Reason:** **RIGHT FLUSH** command may be omitted.

**Action:** Be sure a **RIGHT FLUSH** symbol is entered before each entry to be right flushed.

Cannot insert a **RIGHT FLUSH** command.

**Reason:** A **RIGHT FLUSH** command cannot be inserted into previously typed text.

**Action:** (1) Erase the text, (2) enter the **RIGHT FLUSH** command, and (3) retype the text.

## SPELLCHECK

### PROBLEM

FEATURES + DISK MEMORY was pressed with memory off.

FEATURES + DISK MEMORY was pressed and a Personal Dictionary document appeared on the screen.

FEATURES + SPELL is pressed and cannot turn on Spellcheck.

Spellcheck processor failure appears on the screen.

### REASON/ACTION

**Reason:** A special document type (Header/Trailer or Personal Dictionary) must be entered with memory on.

**Action:** Press DISK MEMORY to turn on memory, then press FEATURES + DISK MEMORY to select a special document type.

**Reason:** A special document type cannot be entered when a Personal Dictionary document appears on the screen.

**Action:** 1) Store the document and 2) then press FEATURES + DISK MEMORY to display a blank text document or a new special document.

**Reason:** Spellcheck is not available on the machine.

**Action:** Call service.

**Reason:** Appears when the 645S is in a lockup condition.

**Action:** Remove disks, turn power off and back on again. If problem occurs again, service may be needed.

**FEATURES + SPELL** was pressed and memory was off.

**FEATURES + SPELL** was pressed and a Personal Dictionary document is on the screen.

A space or a non-printing character was entered during the entry of a Personal Dictionary title.

A Personal Dictionary title was entered but no document exists by that name.

During Spellcheck, a single digit number was entered and **RETURN** pressed with no corresponding correction candidate.

**Reason:** Memory must be on, and a text document must appear on the screen to begin a Spellcheck.

**Action:** Press **DISK MEMORY**, then press **FEATURES + SPELL** to begin a Spellcheck.

**Reason:** A Personal Dictionary document cannot be checked for spelling errors.

**Action:** Recall a text document and **FEATURES + SPELL** to begin a Spellcheck.

**Reason:** A Personal Dictionary title must be entered using alpha or numeric characters. Spaces or non-printing characters cannot be accepted as part of a title.

**Action:** Press **STOP** twice to cancel the **STORE** instruction.

**Reason:** The document title entered was not found or was not a Personal Dictionary document.

**Action:** Press **STOP** and try again.

**Reason:** Single digits cannot be accepted as spelling corrections.

**Action:** Type the number of the candidate and press **RETURN** to select a correction candidate.

## **SPELLCHECK — continued**

### **PROBLEM**

During Spellcheck, **FEATURES + RETURN** was pressed, and a Personal Dictionary was not present.

During Spellcheck, **FEATURES + RETURN** was pressed and caused the 500 character limit to be exceeded.

During Spellcheck, **FEATURES + RETURN** was pressed and the Personal Dictionary word limit was exceeded.

### **REASON/ACTION**

**Reason:** A Personal Dictionary title must be entered before pressing **RETURN**.

**Action:** Press **STOP** twice, **FEATURES + SPELL** and enter the Personal Dictionary title, then press **RETURN**.

**Reason:** The Personal Dictionary is not full; however, no additional words can be added during the scan.

**Action:** Press **RETURN** to continue the Spellcheck.

**Reason:** The Personal Dictionary is full. No additional words can be added using **FEATURES + RETURN**.

**Action:** Press **RETURN** to continue to the Spellcheck.

## STORED PHRASES

### PROBLEM

Cannot create a phrase.

Cannot recall a stored phrase.

Copied phrases on to a disk, and the original phrases on the disk are gone.

### REASON/ACTION

**Reason:** If the title is already used, a beep sounds, and the phrase title area is removed.

**Action:** (1) Press **FEATURES + 0 (LIST TITLES)** to check, and (2) then enter a different title.

**Reason:** Memory is full.

**Action:** Clear one or more phrases or saved settings.

**Reason:** Title may not exist.

**Action:** (1) Press **FEATURES + 0 (LIST TITLES)** to check, and (2) then enter correct title.

**Reason:** Phrases cannot be recalled with **RECALL**. Doc Not Found - press **RECALL** and try again message appears.

**Action:** (1) Press **STOP**, (2) then hold down **FEATURES** and type the title, and (3) then press **SPACEBAR**.

**Reason:** **COPY PHRASES?** copies over existing phrases on disk.

**Action:** Before copying phrases from another disk be sure there are no phrases, settings, or set-ups stored on the disk that should not be erased.

## STORE/RECALL

### PROBLEM

Cannot remember the title or the document number of a stored document.

Recalled document, but there was nothing in it.

### REASON/ACTION

**Reason:** Display the List of Titles to check the document title and/or number of the document stored on the disk.

**Action:** Press FEATURES + 0 (LIST TITLES).

**Reason:** Document may appear empty because of carrier return entries at the beginning of the document.

**Action:** Press GO TO END to check document content.

**Reason:** STORE is pressed twice before the document is typed.

**Action:** Always check document number before storing.



## TABLE

### PROBLEM

TABLE and SPECIAL ENTRY lights turn off during TABLE set-up, and beep sounds twice.

When trying to type entry for TABLE set-up, beep sounds twice.

Columns do not tabulate correctly.

Cannot save table setting. Beep sounds twice.

Cannot create a TABLE with more than 38 columns.

### REASON/ACTION

See Screen Messages.

**Reason:** Tab must be entered before column information.

**Action:** Press SET TAB, or SET DEC. TAB before typing entry.

**Reason:** Usually occurs with PS printwheel.

**Action:** When using TABLE, type characters and decimal points when inputting the longest entries. Do not use SPACEBAR in place of characters.

**Reason:** A setting or phrase is already stored with the same title.

**Action:** Enter a different title.

**Reason:** TABLE will only set 38 tabs (assuming a one character column width in 12 pitch).

**Action:** If more columns are needed, set them manually.

## SCREEN MESSAGES

The following is a list of the screen messages that you may see while using the 645S. Along with each message is an explanation of the message and any action you should take when the message is displayed.

### AUTO STOP

**Reason:** Appears when the document stops printing where an auto stop is recorded to let you insert variable information or change a printwheel.

**Action:** Type variable information, or change printwheel and press **PRINT**.

### B.T.-L (plus a number)

**Reason:** Appears when the Base System disk has been loaded into the 645S. The number refers to the level of the disk's capabilities.

**Action:** Use the 645S as a standard typewriter, or insert a recording disk in the right disk drive, turn on **DISK MEMORY**, and type document.

### Caution: Phrase memory almost full

**Reason:** Appears while creating a phrase when the phrase memory portion of the disk is almost full.

**Action:** Press **STOP** to cancel the phrase title. Clear the titles of any phrases no longer needed; then start again.

Caution: Recording disk almost full

**Reason:** Appears when the recording disk is almost full.

**Action:** Clear any documents no longer needed, or record the document on a new disk.

Check disk in left drive

**Reason:** Appears when a recording disk is inserted in the left disk drive after the Base System disk has been loaded.

**Action:** Remove the recording disk from the left disk drive, and insert in the right disk drive.

Check disk in right drive

**Reason:** Appears when:

(1) an incorrect instruction disk (i.e., Base System, Options, or Forms) is inserted in the right disk drive.

**Action:** Remove the instruction disk from the right disk drive, and insert in the left disk drive.

(2) the instruction to List Titles is given, or **RECALL** is pressed and there is no recording disk in the right disk drive.

**Action:** Insert a recording disk in the right disk drive.

(3) the recording disk is inserted incorrectly.

**Action:** Remove disk, and reinsert correctly.

## SCREEN MESSAGES — continued

Check the printwheel

**Reason:** Appears when there is no printwheel in the 645S, or the printwheel is inserted incorrectly.

**Action:** Insert a printwheel, or be sure the printwheel has been inserted correctly.

Copy over instruction disk?

**Reason:** Appears when an instruction disk is inserted in the right disk drive.

**Action:** Remove the instruction disk from the right disk drive, and use another disk if you do not want to copy over the instruction disk. Press **STOP** to remove the message, and select the **Copy** option again.

Correct word, RETURN or FEATURES + RETURN

**Reason:** Appears when Spellcheck marks a word that is not found in the general or Personal Dictionary.

**Action:** Do one of the following: 1) Type in the correct spelling and press **RETURN**, 2) Hold down **FEATURES** and press **RETURN** to add it to the Personal Dictionary or 3) Press **RETURN** to accept the word as valid or 4) type the correct candidate number and press **RETURN**.

DECIMAL TAB

**Reason:** Appears whenever a decimal tab location is reached.

**Action:** Type entries. Text will appear in the response area, and print aligned when **TAB** or **RETURN** is pressed.

Doc Not Found - press RECALL & try again

**Reason:** Title was typed incorrectly, or the document is not on the recording disk.

**Action:** Display a list of titles to check correct number, and/or spelling of title, or if the document is on the recording disk.

Document not found - RETURN & try and again

**Reason:** Appears when the **Copy document disk to disk** option is selected, and the title or number of the document was incorrectly entered.

**Action:** Press **STOP** to remove the message from the screen. Be sure the correct number and/or spelling of the title was typed, and select the option again.

End of page - Insert paper & press PRINT

**Reason:** Appears when the document stops printing at a page end instruction.

**Action:** Insert paper and press **PRINT**.

Enter doc title (or #) and press RECALL

**Reason:** Appears when **RECALL** is pressed.

**Action:** Type the title (or number) of the document to be recalled. Press **RECALL** again.

## SCREEN MESSAGES — continued

Enter right flush text

**Reason:** Appears when the right flush instruction is entered.

**Action:** Type the text to be right flushed; then press RETURN or TAB, or press STOP to cancel the instruction.

Enter Pers/Dictionary title &/or RETURN

**Reason:** Appears when the Personal Dictionary title needs to be entered.

**Action:** Enter the Personal Dictionary title and press RETURN.

**OR**

If a Personal Dictionary title is already in the response area, press RETURN if you wish to use that title.

Enter text to be centered

**Reason:** Appears when the center instruction is entered.

**Action:** Type the text to be centered; then press RETURN or TAB, or press STOP to cancel the instruction.

Enter text to find:

Enter text to use as replacement:

Enter title for new document and RETURN

Enter title (if desired) and press STORE

**Reason:** Appears when **FIND** is pressed.

**Action:** Type text to be found, press **FIND** again, or press **STOP** to cancel the instruction.

**Reason:** Appears when **RPLCE** is pressed.

**Action:** Type the text which will replace the characters identified in the **FIND** instruction, and press **FIND** again.

**Reason:** Appears when **Copy document disk to disk** option is used, and copied document needs to be titled.

**Action:** Enter new title for the copied document, and press **RETURN**. The copy procedure begins.

**Reason:** Appears when **STORE** is pressed once.

**Action:** Type a title (if desired), then press **STORE** again, or press **STOP** to cancel the instruction.

**Reason:** Appears when **STORE** is pressed, and a previously used title is typed.

**Action:** Type a new title and press **STORE** again.

## SCREEN MESSAGES — continued

Enter title (or #) of doc to be copied

**Reason:** A document was given a numeric title with fewer than four digits.

**Action:** Retype the numeric title with 4 to 10 digits.

4 or more numbers needed - press RETURN

**Reason:** Appears when the **Copy document disk to disk** option is selected.

**Action:** Enter title of the document to be copied, and press RETURN.

HELP feature is not available

**Reason:** Appears when a document is given a numeric title with fewer than four digits.

**Action:** Enter the numeric title with 4 to 10 digits.

**Reason:** Appears when **HELP** is pressed, and no message is available at this point.

**Action:** Press **STOP** to remove message from the screen.



Help is not available during **OPTIONS**

HELP only available after two beeps

Hyphenate word or **RETURN** to continue

Insert destination in rt drive & **RETURN**

Insert disk in right drive & **RETURN**

**Reason:** Appears when **HELP** is pressed. This feature is not available when using the Options disk.

**Action:** Press **STOP** to remove message.

**Reason:** Appears if **HELP** is pressed when a double beep has not occurred.

**Action:** Press **STOP** to remove message from the screen.

**Reason:** Appears during scan of **FORMAT SCAN**.

**Action:** Position the cursor where the word should be hyphenated, and press the **HYPHEN** key. Press **RETURN** if you do not want to hyphenate the word.

**Reason:** Appears during copy procedures when option 3, 4, or 5 is selected.

**Action:** Insert the disk which will receive the information (destination disk) in the right disk drive, and press **RETURN**.

**Reason:** Appears when **Prepare Disk** or **Recover** option is selected.

**Action:** Insert disk to be prepared or recovered. Press **STOP** to cancel the instruction.

## SCREEN MESSAGES — continued

INSERT INSTR. DISK

**Reason:** Appears when the 645S is turned on, and you attempt to use any of the special features without an instruction disk being loaded.

**Action:** Use the 645S as a standard typewriter or load an instruction disk in the left disk drive.

Insert Instruction disk in left drive

**Reason:** Appears when the 645S is turned on if **STOP** is pressed while the Options disk is loaded, or after it has been removed.

**Action:** Press **STOP** again to remove message and use the 645S as a standard typewriter, or load the Base System disk in the left disk drive.

Insert Instruction Disk then press HELP

**Reason:** Appears when **HELP** is pressed, and the instruction disk has not been loaded.

**Action:** Insert the instruction disk in the left disk drive; then press **HELP**.

Insert source disk in lft drive & RETURN

Insert recording disk in right drive

Instruction disk cannot be prepared

Marked block of text too long

**Reason:** Appears during copy options 3, 4, or 5.

**Action:** Insert the original disk (source disk, which contains the information to be copied) in the left disk drive, and press RETURN.

**Reason:** Appears when **DISK MEMORY** is pressed, and there is no recording disk in the right disk drive.

**Action:** Insert a recording disk in the right disk drive.

**Reason:** Appears when **Prepare Disk** option is selected, and an instruction disk is inserted in the right disk drive.

**Action:** Remove the instruction disk from the right disk drive. Press **STOP** to remove the message. Insert a new disk or a recording disk that can be erased in the right disk drive, and enter the **Prepare Disk** option again.

**Reason:** Appears when a marked block of text to be moved, copied, or cleared exceeds 5,000 characters.

**Action:** Press **STOP** to remove the message. Erase one of the two mark symbols. Reposition the cursor at a location that does not exceed the 5,000-character *limit*, insert a mark symbol, and try again.

## SCREEN MESSAGES — continued

Move page break (if desired) and RETURN

**Reason:** Appears during scan 2 of **FORMAT SCAN** to indicate a page break and an option to move the break if desired.

**Action:** Use **UP** or **DOWN** arrow key to move the page break to the desired position; then press **RETURN**.

No **HELP** message at this point - press **STOP**

**Reason:** **HELP** was pressed, but there is no **HELP** message for the error condition.

**Action:** Press **STOP** to remove the message. Refer to the Problem Solving section of this manual.

NOT FOUND

**Reason:** Appears when the text identified for **FIND** or **FIND/RPLCE** cannot be found in that document.

**Action:** Check the text in the **FIND** or **FIND/RPLCE** string to be sure you have typed it correctly. Repeat the **FIND** or **FIND/RPLCE** instruction, spelling the text exactly as it appears in the document. Refer to the Problem Solving section of this manual.

O.P.-L (plus a number)

**Reason:** Appears briefly when the Options disk has been loaded into the 645S. The number refers to the level of the disk's capabilities.

**Action:** Choose one of the Options on the disk.

Pers/Dictionary word limit exceeded by:

**Reason:** Appears when the Personal Dictionary has exceeded the 4,000 characters (500 words) limit.

**Action:** Remove the excess number of characters using ERASE. Recall the document being checked and run Spellcheck again.

PLEASE WAIT

**Reason:** Appears when the 645S is performing an action.

**Action:** Wait until the message is removed from the screen before continuing.

Press GO TO START to see previous text

**Reason:** Appears when the 645S needs to go back to the start of the document to read the settings block.

**Action:** Press GO TO START.

## SCREEN MESSAGES — continued

### Problem Disk

**Reason:** Appears when the 645S cannot read information recorded on a disk. The disk may be damaged.

**Action:** (1) Remove the disk and insert it again. (2) Use the **Recover** option to see if some of the documents can be recovered. If the disk cannot be recovered, the information recorded on it is lost.

### Problem disk in left drive

**Reason:** Appears when the 645S cannot read the information on the instruction disk.

**Action:** Remove the disk and insert it again. If the same message appears, the instruction disk may be damaged. Make another copy from the original instruction disk.

### Problem disk in right drive

**Reason:** Appears when the disk is not prepared.

**Action:** Prepare the disk.

**Reason:** Appears when the disk is a Forms recording disk.

**Action:** Insert a recording disk in right disk drive or a Forms Instruction disk in left disk drive.

Procedure complete - press STOP

Procedure stopped - disk too full

**Reason:** Appears when the disk may be damaged.

**Action:** Use **Recover** option on Options disk.

**Reason:** Appears when the disk drive latch is open.

**Action:** Close disk drive latch.

**Reason:** Appears when the option selected is completed.

**Action:** Press **STOP**. The Options List appears on the screen. Select another option, or insert Base System disk in left disk drive to resume recording.

**Reason:** Appears when the 645S cannot complete a copy or move procedure because the disk is full.

**Action:** Clear documents that are no longer needed from the disk to make space available.

## SCREEN MESSAGES — continued

Recovery not possible

**Reason:** Appears when the **Recover** option is selected. The disk is damaged, and information cannot be recovered.

**Action:** You can try the Recover option again. If the message appears again, the information on the disk is lost.

Right disk protected with tape

**Reason:** Appears when the write protect notch is covered with tape.

**Action:** Remove the tape to record on the disk.

Set-up table

**Reason:** Appears when **TABLE** is pressed.

**Action:** Set up the table, or press **STOP** to cancel the instruction.

Some text may have been lost

**Reason:** Appears when **DISK MEMORY** is on, and the recording disk is removed from the right disk drive before the document is stored.

**Action:** Insert the disk. When the document appears on the screen, retype the lost text, and store the document before removing the disk.



Table too wide for margins - start again

The cursor is located between the marks

The recording disk is full

There is one mark in this document

**Reason:** Appears when setting up a table and the margins that are set cannot accommodate the table columns.

**Action:** Change margins, and set up the table again.

**Reason:** Appears when the cursor is positioned between two mark symbols during a block copy or block move operation.

**Action:** Press **STOP** to remove the message. Move the cursor to the text that is to be moved or copied.

**Reason:** Appears when **DISK MEMORY** is pressed, and the recording disk is full.

**Action:** Press **STOP** to remove the message. Clear documents that are no longer needed to make space available for new documents, or insert another recording disk.

**Reason:** **CLEAR**, **MOVE**, or **COPY** is pressed with only one mark symbol in the document.

**Action:** Insert second mark symbol at the appropriate location and press **CLEAR**, **MOVE**, or **COPY** again to continue. Erase the mark symbol if it is not needed.

## SCREEN MESSAGES — continued

Title already in use - RETURN & try again

**Reason:** Appears when **Copy document disk to disk** option is selected. The new title given the copied document is already in use.

**Action:** Press RETURN, and enter a new title.

To clear, press CLEAR again

**Reason:** Appears when CLEAR is pressed to clear a block of text, a phrase title, or a saved setting.

**Action:** Press CLEAR again if text or title is to be cleared, or press STOP to cancel the instruction.

To clear document, press CLEAR again

**Reason:** Appears when CLEAR is pressed while a document appears on the screen.

**Action:** Press CLEAR again if the document is to be cleared, or press STOP to cancel the instruction.

To continue list titles press PRINT

**Reason:** Appears when STOP is pressed while printing List Titles.

**Action:** Insert another sheet of paper if needed, and press PRINT to continue printing the List Titles.

To copy document, press COPY again

Too many \*/words in Personal Dictionary

Type the overstrike character

**Reason:** Appears when **COPY** is pressed while a document appears on the screen.

**Action:** Press **COPY** again if document is to be copied, or press **STOP** to cancel the instruction.

**Reason:** Appears when too many asterisk words have been entered in the Personal Dictionary.

**Action:** Remove the excess number of characters using **ERASE**. Recall the document being checked and run Spellcheck again.

**Reason:** Appears when the overstrike feature is entered.

**Action:** Type the overstrike character, or press **STOP** to cancel the instruction.

## SCREEN MESSAGES — continued

Typing line too wide

**Reason:** Appears when the right margin is set beyond the printer limits.

**Action:** Press **SETTINGS** and reset right margin using the margin scale as a guide for the printwheel pitch you are using.

**Reason:** Appears during a Format Scan if there are more tab movements recorded than tab positions set in the document being scanned.

**Action:** Press **STOP** twice to remove the message and cancel the Format Scan in progress. Position the cursor, and erase the excess tab symbol; or set a tab at the desired location, and then repeat Format Scan.

"Widow" line - Move page break & RETURN

**Reason:** Appears during scan 1 **FORMAT SCAN** to indicate that a page break may cause a widow line.



**Action:** Use **UP** or **DOWN** arrow key to move the page break to an appropriate position; then press **RETURN**.

**Reason:** Appears when an attempt is made to read a disk which was created using a different instruction disk.









**Action:** Load the correct instruction disk in the left disk drive.
















## SCREEN SYMBOLS

The following chart is a listing of all the symbols/instructions on the 645S and how to access them. Screen symbols, which do not print, should not be confused with Special Characters, (see page 136).

When the screen is on, all symbols can be deleted using **ERASE** or **ERASE FWD** except the center symbol  and the right flush symbol . These two must be erased with **ERASE FWD**.

To delete a table format, refer to **TABLE** in the “HOW TO” section.

Symbol	Key(s)/switch	Feature Accessed
		Anchor Symbol
		Automatic Indent
		Spacebar in Margin Zone with <b>AUTO RETURN</b> on
	 + 	Auto Stop

←	 + 	Bksp 1/2.
6	 + 	Page Number
7	 + 	Column Underline
4	 + 	Center
/		Hyphen key (entered during scan)
↓		Subscript
↑	 + 	Superscript
▲		Mark
2	 + 	Required Page End

## SCREEN SYMBOLS — continued
























Symbol	Key(s)/switch	Feature Accessed
	 + 	Required Period
		Required Return
	 + SPACEBAR	Required Space
	 BKSP 12	Reverse (after MAR REL)
	 +  RIGHT FLUSH	Right Flush
	 	Auto Indent from both margins
	    	Settings Block(s)
	 + Lines/vertical inch,  Margin Zone	





Table set-up

SPACEBAR

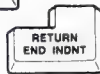
Space



Tab



+



End Indent



+



Automatic Page Break

## SPELLCHECK

A brief explanation on using Spellcheck is contained in the “How To” section of this manual.

This section contains additional information and examples on using the Spellcheck feature. Listed below are brief descriptions on what Spellcheck looks for when checking a document.

**Capitalized Words** — If a word in a Personal Dictionary is capitalized (begins with an upper case letter), the word being checked must be initially capitalized for all capitals and have the same spelling.

### Example

The word **Museum** will match the word Museum or MUSEUM

The word **Museum** will not match mUseum or MuSeum

**Lower Case words** — If a word is all lower case, it will match any word of the same spelling that is capitalized, not capitalized, has all capitals or ends with a period.

### Example

The word **help** will match the word help, Help, HELP or help.

The word **help** will not match helP or HeLP

**Periods** — If a word in a Personal Dictionary is not all caps, and has a period after every letter, it will only match words with the same spelling which includes periods after every letter, provided capitalization rules are met.

### Example

The word **a.m.e.** will match the word a.m.e., A.m.e. or A.M.E.

The word **A.m.e.** will not match the words a.m.E. or a.m.e.

If a word in a Personal Dictionary is all caps with a period after every letter, it will match a word of the same spelling which is all caps with a period after every letter, or includes caps with no periods, or includes all caps with a period at the end.

### Example

The word C.M.E. will match C.M.E., CME or CME.

## SPELLCHECK — continued

**Words Ending with a Period** — If a word ends with a period, it must match a word of the same spelling that also ends with a period.

### Example

The word **Mrs.** will match the word Mrs.

The word **Mrs.** will not match Mrs

**Special Words** — Special words must be matched exactly in a document. To designate a word as special, place an asterisk in front of the word prior to including it in the Personal Dictionary. The asterisk must be added before turning on Spellcheck.

### Example

The word **\*M.D.** will match M.D.

**Note:** The first printed character following an asterisk must be alphabetic.

**Upper Case words** — If a word is all upper case, then it will only match words of the same spelling which are all upper case.

### Example

The word **MOM** will match the word MOM

The word **MOM** will not match mom, moM, mOm, Mom, MoM or MOm

# INDEX

Adding a Column of Information in <b>TABLE</b> .....	141
Adding Auto Indent .....	26
Adding Bold .....	37
Adding Centering .....	39
Adding Continuous Underlining .....	131
Adding Page Numbers .....	90
Adding Screen Symbols .....	167
Adding Settings .....	85
Adding Text from Another Document .....	44
Adding Text to a Stored Document .....	79
Adding Underlining .....	131
Adjusting the Beeper Volume .....	5
Adjusting the Screen .....	6
Adjusting the Screen's Tilt .....	6
Advancing and Reversing by Pages .....	21
Aligning at a Decimal Point .....	53
Aligning Numbers .....	53
Anchor Symbol .....	26
Applications .....	88
<b>ARROW</b> Keys .....	4, 22
<b>AUTO INDNT</b> Key .....	23
Adding Auto Indent .....	23, 26
Ending Indent .....	25
Indent from Both Margins .....	25
Moving Auto Indent .....	24
Problem Solving .....	114
Removing Auto Indent .....	25
Setting an Auto Indent .....	23
Automatic Carrier Return .....	32
Automatic Column Set-Up .....	52, 115
Auto Page Break Symbol .....	167
Automatic Page Numbers .....	27
Automatic Tab Grid .....	128
<b>AUTO RETURN</b> .....	
During Document Printing .....	32
Temporary Carrier Return .....	32
Problem Solving .....	146
<b>AUTO STOP</b> .....	33
Printing .....	33
Deleting .....	34
<b>BKSP</b> 1/2 .....	34
Backspacing .....	34
Backspacing in PS .....	138
Base System Disk .....	36
Copying .....	44
Loading .....	36
Base System on List Titles .....	83
Beeps .....	5
Blinking Line (Blinking cursor?) .....	114
<b>BOLD</b> .....	37
Adding to Text .....	37
Bold Light Not on .....	38
Removing from Text .....	38

Brightness Control Lever .....	6
B.T.V. ....	36
Cancelling Center Instruction .....	39
Cancelling Clear Command .....	43
Cancelling Instructions .....	119
Capitalized Words .....	169
Capabilities Chart .....	14
Carbon Packs .....	77
Problem Solving .....	152
Card Guide .....	4
Caring for Disks .....	15
Carrier .....	7
Carrier Latch .....	8
Caution: Recording disk almost full .....	16, 54
Caution: Phrase Memory almost full .....	54
<b>CENTER</b> (Centering)	
Adding to Text .....	40
At Selected Point .....	40
Between Margins .....	39
Cancelling Center Instruction .....	40
Existing Text .....	40
Headings Over Columns .....	121
Problem Solving .....	146
Removing from Text .....	41
Over More Than One Column .....	125
Symbols .....	167
Changing Line Spacing .....	81
Changing Lines Per Vertical Inch .....	82
Changing Margin Zone .....	87
Changing Prompts .....	143

Changing Settings	
Existing Document .....	114
Line Spacing/Vertical Inch .....	82
Middle of Document .....	85
Changing Screen Characteristics .....	113
Changing Screen Messages .....	143
Character Counter .....	113
CHARACTERS LEFT on LIST TITLES .....	83
Check disk in left drive .....	157
Check disk in right drive .....	157
Check the Printwheel .....	158
Cleaning Kit .....	11
Cleaning the 645S .....	11
Cleaning the Disk Drives .....	17
Clearing	
Blocks of Text .....	55
Documents .....	42
Entire Disk .....	44
Saved Settings .....	43
Stored Phrases .....	43, 95
Tabs .....	128
<b>CLEAR</b> Switch .....	42
<b>CLEAR TAB</b> Switch .....	128
Command (Screen Symbols)	
Adding/Removing .....	167
Combining Hyphen & Widow Line Decisions .....	61
Compound Words .....	61
Continuous Underlining .....	131
Control Panel .....	5
Controlling the Number of Lines Per Page .....	62
Copy Over Instruction Disk .....	158

<b>COPY Switch</b> .....	44
<b>Copying</b>	
Documents on the Same Disk .....	44
Documents to Another Disk .....	46
Instruction Disks .....	48
Phrases/Settings .....	51
Recording Disks .....	97
Text from Document to Document .....	45
Text to a New Empty Document .....	44
Text Within a Document .....	45
<b>Correcting Text that will not justify</b> .....	80
<b>Correction Tape</b> .....	10
Installing .....	10
Removing .....	11
Problem Solving .....	154
<b>Cover</b> .....	7
<b>Creating a Document with DISK MEMORY</b> .....	104
<b>Creating a Document without DISK MEMORY</b> .....	130
<b>Creating and Saving a Phrase</b> .....	91
<b>Cursor</b> .....	22
<b>Cursor (Blinking Line?)</b> .....	114
<b>Cursor Control</b> .....	22
<b>Cursor Control Keys</b> .....	4, 22
<b>Damaged Disks</b> .....	105
<b>DEC. TAB</b>	
Clearing .....	130
Problem Solving .....	150
Setting .....	52
<b>TABLE</b> .....	121
Typing Entries .....	53

<b>Decimal Tab Symbol</b> .....	129, 167
<b>DECIMAL TAB Message</b> .....	158
<b>Degree Sign</b> .....	139
<b>Deleting</b>	
Blocks of Text .....	55
Columns .....	141
Document .....	42
Entire Disk .....	97
Phrases .....	43, 95
Screen Symbols .....	167
Settings .....	43
Tabs .....	130
<b>Destination Disk</b> .....	48, 50, 51
<b>Disk Full Warning</b> .....	54, 157
<b>DISK MEMORY</b> .....	54, 157
<b>Disk Drive Latch</b> .....	17
<b>Disks</b>	
Base System Disk .....	13, 36
Care .....	15
Copying .....	48
Erasing (Preparing) .....	42
Forms .....	13
Options Disk .....	13
Ordering .....	16
Preparing .....	97
Recording .....	13
Recovering Information from a Damaged Disk .....	105
Write Protected .....	15, 163
<b>Document Number &amp; Title Area</b> .....	6, 103
<b>Document Title</b> .....	6, 103
<b>Double Beep</b> .....	75



Double Underline .....	131, 134
<b>DOWN ARROW</b> Key .....	4, 22
Drawing Lines .....	134
Drawing a Signature Line .....	42
Duplicating Disks .....	48
Duplicating Documents .....	44, 48

## Editing

Text .....	79
Saved Phrase .....	94
Stored Table .....	138
End Indent .....	24
End of Page - Insert paper & press PRINT .....	98, 158
Ending a Page .....	90
Ending a Revision .....	79, 131
Ending Indent Symbol .....	23, 145
Ending Screen Settings Change .....	114
Enter doc title (or #) and press RECALL .....	158
Enter right flush text .....	159
Empty Document .....	46
Equal Key to Create Phrases .....	91
Equal Key to Save Settings .....	91
<b>ERASE FWD</b> Command .....	57
<b>ERASE</b> Key .....	56

## Erasing

Blocks of Text .....	55
Documents .....	42
Entire Disk .....	97
Phrases .....	43, 95
Settings .....	43
Symbols (Commands) .....	57

With Document Displayed .....	56
With Printer on .....	57
Exponent 2 .....	139
Exponent 3 .....	139
External Features .....	3

## FEATURES Keys .....

Features Chart .....	14
----------------------	----

<b>FIND</b> Command .....	58
---------------------------	----

## FIND

Text .....	58
Symbols .....	59
Problem Solving .....	147
<b>FIND/RPLCE</b> Key .....	60
Problem Solving .....	148

## FORMAT SCAN

Automatic Page Breaks .....	65
Check for Hyphen and Page Breaks .....	66
Combining Hyphen & Widow Line Decisions .....	63
Compound Words .....	63
Hyphen Decisions .....	64
Lines Per Page Setting .....	63
Moving a Page Break .....	65
Reformat Error .....	63
Selecting a Scan # .....	61
Widow Line Decisions .....	64
Format Scan List .....	62
Format Scan with Justify .....	64
Format Settings (Settings) .....	85
Forms Disk .....	13
<b>FWD</b> (Forward) .....	67

Glare Shield .....	4, 5
GO TO END (START) Key .....	67
Greater Than .....	139
Head Cleaning Kit .....	17
Headers and Trailers .....	68
Headings	
Centering Over Columns .....	124
Centering Over More Than One Column .....	125
HELP .....	75
Highlighting* (see <b>645S Training Manual</b> )	
Horizontal Scrolling .....	76
Hyphen Symbol .....	168
Hyphenating Compound Words .....	63
Hyphenating Words at the Right Margin .....	63
Hyphenation Decisions .....	63
Problem Solving .....	145
Hyphen & Widow Line Decisions .....	63
Impression Control .....	77
Indenting a Table From the Left and Right Margins .....	123, 141
Indenting Text .....	23
Indenting from Both Margins .....	25
INDEX Key .....	78
INDEX/REVERSE INDEX .....	78
Initialize (see Prepare)	
Insert destination disk in rt drive & RETURN .....	160
INSERT INSTR. DISK .....	160
Insert instruction disk then press HELP .....	161
Insert recording disk in right drive .....	161
Insert source disk in left drive & RETURN .....	161

Inserting Automatic Page Breaks .....	61, 76
Inserting Base System Disk .....	36
Inserting Text .....	79
Instruction Disk .....	13
Instruction disk cannot be prepared .....	161
JUSTIFY Switch .....	80
Controlling White Space with Margin Zone .....	80
Printing .....	80
Problem Solving .....	149
With Flush Left Heading .....	137
Keyboard .....	3
LEFT ARROW Key .....	4, 22
Left Flush Headings/Justified Text .....	137
Left Margin Marker .....	86
Less Than .....	139
Lift off tape .....	10
Light screen with dark letters? .....	113
Lights	
Special Disk .....	5
Special Entry .....	5
Shift Lock .....	5
Lines Per Page Setting:	
Setting .....	63
Adding Lines to a Printed Page .....	79
Adding Page Numbers .....	90
Changing Lines Per Page .....	62, 65
Lines Per Vertical Inch .....	82
LINE SP .....	81

Line Spacing .....	81
List Titles .....	83
Loading Base System Disk .....	36
Locating Text ( <b>FIND</b> ) .....	58
Locating Symbols ( <b>FIND</b> ) .....	59, 167
<b>LOCK</b> (Shift) Key .....	5
<b>LOCK</b> (Shift) Key in hyphenation decisions .....	63
Lost Text Message* (see Screen Messages)	
Lower Case Words .....	169
 Make all Page Breaks Automatically .....	61, 65
Making a Copy of A Document on the Same Disk .....	44
<b>MAR REL</b> (Margin Release) .....	84
Margin Scale .....	4
Margin Scale Pointer (see <b>645S Training Manual</b> )	
Margin Zone .....	87
Margins	
Centering Between .....	39
Changing .....	86
Problem Solving .....	150
Setting in Middle of a Document .....	86
Setting with <b>PRINTER</b> on/off .....	86
<b>MARK</b> Key (also see Clear, Copy & Move) .....	167
Marked block of text is too long .....	161
Message Area .....	6
<b>MOVE</b> Switch .....	88
Moving Page Breaks .....	65
Moving to Beginning of Document .....	67
Moving to End of Document .....	67
Moving the Cursor .....	4, 22
Moving Text Within a Document .....	88

Moving the Screen .....	5
Mu .....	139
 NEXT/SCRN PREV (Next/Screen Previous) .....	89
No space on the disk for the copy* (see Screen Messages)	
<b>NOT FOUND</b> .....	162
<b>NOT RECOVERABLE</b> Message .....	105
Number of <b>CHARACTERS LEFT</b> on Disk .....	83
Number of <b>PAGES LEFT</b> on Disk .....	83
 One Beep .....	5
On/Off Switch .....	3
O.P.-L. ....	162
Opening the Disk Latch (see <b>645S Training Manual</b> )	
Options Disk .....	13
Copy Disk .....	48
Copy Phrases .....	51, 95
Prepare Disk .....	97
Recover .....	105
Copy Document to Document .....	49
Ordering Disks .....	16
Overstrike .....	89
 <b>PAGE END</b> Command .....	90
Page End Decisions .....	63, 64
Page End Indicator .....	4
Page End Symbol .....	167
<b>PAGES LEFT</b> on Disk .....	83
Page Number Command .....	21
Paginate (see Format Scan)	
Panel .....	5

Paper Bail .....	4
Paper Bail Lever .....	4
Paper Guide .....	4
Paper Support .....	4
Paragraph Sign .....	139
Periods .....	169
Personal Dictionary .....	117, 154, 169
Personal Dictionary Title .....	118, 154, 169
Phrases	
Creating .....	91
Creating from Existing Text .....	96
Clearing .....	95
Copying .....	95
Editing a stored Phrase .....	94
List Titles .....	83
Problem Solving .....	154
Saving .....	91
Phrase Title Area .....	6
Platen Knob .....	3
Plus/Minus .....	139
Preparing a Recording Disk .....	97
PREV SCRN Key .....	89
PRINTER .....	99
Print List Titles .....	83
Print Quality .....	152
Printing .....	98
Problem Solving .....	151
Selected Pages .....	100
Set-Up Line .....	115
With Auto Stops .....	33
With JUSTIFY .....	80

With Page Numbers .....	90
PRINT Switch .....	98
Printwheel .....	8
Installing .....	8
Removing .....	8
Problem Solving .....	152
Proportional Spacing .....	138
Problem disk Message .....	105, 162
Problem disk in left drive Message .....	162
Problem disk in right drive .....	163
Problem Solving .....	145
Procedure complete, press STOP Message .....	163
Procedure stopped, disk too full Message .....	163
Proportional Spacing (PS) .....	138
Protected Disk Message .....	163
Protective Envelopes .....	17
Read/Record Area .....	15
RECALL Switch .....	103
Recalling a Document .....	103
Problem Solving .....	155
Recalling a Document by Number .....	99
Recalling a Phrase .....	93
Recalling a Saved Setting .....	112
Recalling a Table Set-Up .....	125
Reconstruct (see Recover)	
Reconstructing a Disk .....	105
Recording a Document .....	104
Recording Disk .....	13
Recover .....	105
Reducing White Space between Words .....	87

Reference Cards .....	3, 130
Reformat (see Format Scan)	
Reformat after revision? .....	114
Reformat Error .....	63
Reject Beep .....	5
Registered Trademark .....	139
Remove List Titles from Screen .....	83
Removing Bolding from Recorded Text .....	38
Removing Centering from Text .....	41
Removing Messages and Lists .....	119
Removing Underlining from Text .....	133
Repeating Keys .....	3
Repetitive Letters (see Auto Stop)	
Required Page End .....	90
Required Period .....	107
Required Return Symbol .....	167
Required Space .....	107
Response Area .....	6
Return Symbol .....	168
Reverse (RVRSE) .....	108
Retyping Lost Text after Recover .....	106
<b>REVERSE INDEX</b> .....	78
Ribbon Cartridge .....	9
Installing .....	9
Problem Solving .....	153
Removing .....	10
<b>RIGHT ARROW</b> Key .....	4, 22
Right Flush .....	109
Problem Solving .....	153
Right Flush Symbol .....	109, 168
Right Margin Beep .....	113

Right Margin Marker .....	86
Rotating the Screen .....	5
Saved Settings .....	111
Saving a Phrase .....	91
Saving the Table Set-Up .....	121
Screen .....	5
Screen Messages .....	157
Screen Settings .....	113
Changing Screen Settings .....	114
Screen Symbols .....	167
Search (see Find)	
Search/RPLCE (see Find/RPLCE)	
Scrolling .....	22, 76, 89
Section Sign .....	139
<b>SET DEC. TAB</b> .....	83
<b>SET LEFT MARGIN</b> .....	85
<b>SET RIGHT MARGIN</b> .....	85
<b>SET TAB</b> .....	86
Setting a Decimal Tab .....	52
Setting a Tab Grid .....	128
Setting Line Spacing .....	81, 115
Setting Margins for Table .....	121
Setting Tabs .....	52
Setting Up a Table .....	121
Settings Scale .....	115
Settings Scale cursor .....	86, 115
<b>SETTINGS</b> Switch .....	114
Set-Up Line .....	115
Printing .....	115
<b>SHIFT</b> Key .....	5

Sound Shield .....	3
Source Disk .....	48, 51
Space Available for Documents .....	83
Space Available for Phrases and Settings .....	83
Special Characters .....	139
<b>SPECIAL ENTRY</b> Light .....	115
Special Keys (Repeat) .....	3
Special Words .....	117, 169
Sellcheck Feature .....	117, 154, 169
Squeezing Characters After Typing .....	35
Standard Number of Lines Per Page .....	62
Statistical Typing .....	52, 121
Stencils .....	77
<b>STOP</b> Switch .....	119
<b>STORE</b> Switch .....	120
Storing a Document .....	120
Problem Solving .....	156
Subscript and Superscript .....	78
Tab Grid .....	128
<b>TAB</b> Key .....	128
Problem Solving .....	150
<b>TABLE</b>	
Centering Headings over columns .....	124
Centering Headings over More than One Column ..	125, 139
Clear Table Settings block .....	127
Creating .....	121
Deleting a Column .....	142
Editing .....	141
Indenting from Both Margins .....	121, 141
Problem Solving .....	156

Recalling a Table Set-Up .....	126
Saving a Set-Up .....	122
Underlining Column Entry .....	126
<b>TABLE</b> Switch .....	121
Tab Marker .....	167
Tab Symbol .....	167
Tabs for Right Flush .....	109, 153
Text Area .....	6
Text Off the Screen .....	76
Tissue Deflector (see <b>645S Training Manual</b> )	
Titling a Phrase .....	92
Thumbwheel .....	5
Thumbwheel .....	5
Touch-Sensitive Switches .....	5
Two Beeps .....	5
Typing a document .....	130
Typing Documents Wider than the Screen .....	76
Typing Documents Longer than the Screen .....	89
Typing Multi-Page Documents .....	61
Typing Entries at a Decimal Tab .....	53
Typing Lost Text .....	106
Typing Proper Names and Dates .....	107
Underlining a Column Entry .....	126
<b>UNDLN</b> Command .....	131, 134
<b>UP ARROW</b> Key .....	4, 22
Upper Case Word .....	169
Using Auto Return .....	32
Using Auto Stop to Stop the <b>PRINTER</b> .....	33
Using <b>FIND</b> to Check Hyphen & Page Break Symbols ....	66
Using Format Scan .....	61

Using <b>HELP</b> .....	75
Vertical Scrolling .....	89
Vertical Lines Per Inch .....	82
Viewing Text Off the Screen .....	76, 89
Where to Record Settings .....	82
Widow Line Decisions .....	63, 166
<b>WORD UNDLN</b> Command .....	131
Working with Disks* (organizing) (see <b>645S Training Manual</b> )	
Write-Protect Notch .....	15, 163









Xerox Corporation  
1301 Ridgeview  
Lewisville, Texas 75067

Xerox Memorywriter™ and 645S™ are trademarks of XEROX CORPORATION  
Printed in U.S.A.

610P72707